

January 16, 2007

All Benefits Manual and Policy Manual holders

Re: Revisions

Employee Manual Holders:

Please revise the Employee Manuals under your control, as follows:

Benefits Manual

1. Replace page 1 with enclosed new
2. Replace page 19 with enclosed new

Policy Manual – Job Descriptions – General Administration

1. Replace Personnel Policy Manual Revisions History (page 63) with enclosed new
2. Replace Administrative Aide Job Description with enclosed new
3. Replace Community Development Director Job Description with enclosed new
4. Add new Economic Development Director Job Description after Administrative Aide Job Description
5. Replace Administrative Aide/Community Development Director Physical/Cognitive Abilities Description with enclosed new

Thank you,

Joseph M. Stahura
Mayor

cc: All Department Heads
All Elected Officials