

April 20, 2009

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 all pages with enclosed new policy

Policy Manual

1. Replace all pages with enclosed new Personnel Policy Manual
2. forms

Administrative Policies

1. Re-label the tab to "Policy Manual Appendix"
2. Replace all documents with enclosed pages

Job Descriptions

1. General Administration
 - a. Add new Code Enforcement
 - b. Add new Project Field Manager
 - c. Add new Engineering Coordinator
 - d. Add new Projects & Procurement Manager
 - e. Replace Mayor's Secretary with new Mayor's Administrative Assistant
 - f. Add new Floating Administrative Assistant
 - g. Replace Computer Operator – Community Development with Computer Operator – City Hall
2. Clerk-Treasurer's Office
 - a. Replace Deputy Clerk with revised
 - b. Replace Assistant Deputy Clerk with revised
 - c. Replace Computer Operator with revised
 - d. Add new Water Clerk
3. Police Department
 - a. Replace Traffic Captain with revised
 - b. Replace Patrol Captain with revised
 - c. Replace Chief Secretary with revised

4. Streets & Sanitation
 - a. Replace Two-Man Packer Helper with revised
5. Water Department
 - a. Remove Water Clerk
 - b. Add new Utility Director
6. Detention Basin
 - a. Add New Utility Director
 - b. Replace Crew Leader with revised

Thank you,

Joseph M. Stahura
Mayor

cc: Clerk-Treasurer for distribution