

February 16, 2010

All Policy Manual holders

Re: Revisions

Employee Manual Holders:

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

Policy Manual

1. Remove Title Page and replace with new
2. Remove Policy Manual Appendix Title Page and replace with new
3. Remove Graffiti Removal Procedure and Preferred Vendor Policy Page and replace with new Graffiti Policy, Identity Theft Prevention Program and Preferred Vendor Policy.
4. Remove Purchasing Policy and Purchasing Policy Matrix (2 double sided pages) and replace with the following:
 - a. New Purchasing Policy and Purchasing Matrix
 - b. New Public Contract for Routine Expenses Policy and Routine Expense Matrix
5. Insert new Vehicle Idling Policy after the Work Order Request Procedure

Thank you,

Joseph M. Stahura
Mayor

cc: Clerk-Treasurer for distribution