



MEMORANDUM

TO: All Employees of the City of Albany

FROM: Dwight L. Baker, DBA, IPMA-SCP
Director of Human Resources

A handwritten signature in blue ink, appearing to be "DLB", is written over the name "Dwight L. Baker" in the "FROM:" field.

RE: Policy and Procedures Manual

The City of Albany's Policy and Procedures Manual is located on the City's website at <http://www.albanyga.gov/about-us/city-departments/human-resources/policies-and-procedures>, which has been revised effective May 1, 2018. **All City of Albany employees are encouraged to read the Manual. Please sign below acknowledging that you have been advised of the location of the City's Policy Manual. Please return this form to your Supervisor, who will forward it to the Office of Human Resources for inclusion in your personnel file.** Signed acknowledgments forms are due to the Office of Human Resources, Attention: Towanna Howard, no later than **Thursday, May 31, 2018.**

Please understand that this Manual cancels and supersedes all previous versions thereof.

If you have questions, please contact the Office of Human Resources at (229) 431-2806 or email us at OHR@albany.gov.

Employee's Name (PRINTED) _____

Employee's Signature: _____ Date: _____

HUMAN RESOURCES