

EMPLOYMENT & HUMAN SERVICES

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To: All staff, Code 2A

Date: April 29, 2022

From: Debora Boutté, Departmental Human Resources Officer II

Subject: Obsolete Employees' and Supervisors' Handbooks

Please be advised that effective May 2, 2022 the Employees' and Supervisor' Handbooks which were last revised in 2014 will be removed from the EHSD Intranet and STARS and are considered obsolete. If you have hard copies of the handbooks, please recycle and do not refer to the materials for guidance.

New laws, regulations and practices have been implemented since the handbooks were created. Personnel is working on new resources for supervisors and employees and will announce when these tools will be available.

If you have questions regarding this memo, please contact your assigned Departmental HR Analyst. Thank you for your understanding.