

RECEIPT OF UPDATED PERSONNEL POLICY

COMMUNICATIONS SYSTEMS USAGE POLICY

DISTRIBUTION: To all City Employees
FROM: Human Resources

Enclosed is the updated "Communications Systems Usage Policy." It is the responsibility of each employee to read this policy and, when necessary, seek clarification from your supervisor, Department Director, or Human Resources.

The City reserves the right to revise, supplement, clarify, or rescind any policy or portion of a policy when deemed appropriate by the Mayor.

Your signature below signifies that you have received the updated "Communications Systems Usage Policy." This signed form will be placed in your Personnel file.

I have received the updated Communications System Usage Policy:

Employee Signature

Employee Name (Printed)

Date

Please return all signed forms to Human Resources by July 15, 2004