

HUMAN RESOURCES DEPARTMENT



BETTY L. ANDERSON
Director

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MEMORANDUM

TO: Non-Uniformed Employees
FROM: Betty L. Anderson, Director
DATE: April 20, 2015
RE: Non-Uniformed Administrative Policy Manual

Attached is your copy of the City's *Administrative Policies & Procedures for Departments Employing Non-Uniformed Employees* adopted by the North Little Rock City Council on February 28, 2005 and updated on April 13, 2015.

Compliance with these policies and procedures is required. Please sign the acknowledgement below indicating your receipt of the copy and return to me for our records as soon as possible.

ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I have received a copy of the City of North Little Rock *Administrative Personnel Policies & Procedures for Departments Employing Non-Uniformed Employees* adopted by the North Little Rock City Council on February 28, 2005 and updated on April 13, 2015.

I understand that compliance with the policies and procedures is required. I also understand that it is my responsibility to read the policies and procedures and to ask clarification from my department head about any individual policy or procedure that I do not understand.

Employee **Print Name** and Employee#

Department

Employee (**Signature**)

Date Signed