

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

April 27, 1990

HUMAN RESOURCES MEMORANDUM 10-90

TO: Agency/Department Heads, Personnel Officers,  
Directors of Administrative Services

SUBJECT: Adjustment in June Layoff Dates

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As a follow up confirmation to the phone notification you received this morning, the work end date of employees scheduled for upcoming layoff has been adjusted to June 30, 1990. Please make necessary adjustments and notify all employees affected by this change.

If you have any questions, direct them to Everett Johnson or Laura Boyett in the Bureau of Human Resources.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES