

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

June 2, 1992

HUMAN RESOURCES MEMORANDUM 12-92

TO: All Departments and Agencies

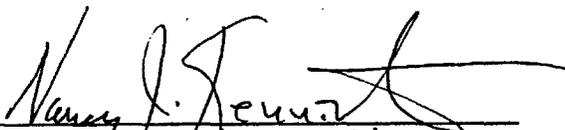
SUBJECT: Notice of Change in Office Hours

As of Monday, June 8, 1992, the Bureau of Human Resources will close one hour early on Friday. Our new office hours will be:

Monday through Thursday 7:30 a.m. - 5:00 p.m.

Friday 7:30 a.m. - 4:00 p.m.

If Friday is a holiday or a shutdown day, the Bureau will close one hour early on the last work day of the week.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES