

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL
SERVICES**

Bureau of Human Resources

June 29, 1994

HUMAN RESOURCES MEMORANDUM 6-94

TO: Directors of Administrative Services, Personnel Managers

SUBJECT: Discretionary Target Hours

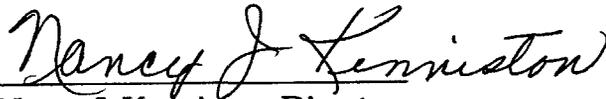
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Enclosed are reports that list all confidential and supervisory employees for whom discretionary target hours have been automatically loaded and employees for whom target hours could not be automatically loaded.

Please review these reports and make any corrections necessary.

By agreement, employees who were promoted into a supervisory or confidential unit from a unit that was not required to take the additional time off required of supervisory and confidential employees during the last fiscal year were not required to take additional time off without pay. The waiver for these employees is extended into this fiscal year. The affected employees could not be identified in these reports, so agencies must identify these employees and remove discretionary target hours from their records.

Thank you.



Nancy J. Kenniston, Director

BUREAU OF HUMAN RESOURCES