

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

May 14, 1991

HUMAN RESOURCES MEMORANDUM 15-91

TO: All Department/Agency Heads, Personnel Officers

SUBJECT: List of Employees Who Worked on May 10th and Those
Who Will Work on May 24th


This office has not yet received complete reports from agencies that list all employees who worked on May 10th or who will work on May 24th.

All agencies must submit complete lists of employees who worked or who will be scheduled to work on these days. These lists must contain:

- Employee Name
- Job Title
- Reason for Working (either essential service employee, Federally funded employee, or both)
- Date(s) Employee Worked

These lists are required for reporting to the Governor's Office and must be received by this office by Friday, May 17. If your agency cannot produce a list of employees who will work on May 24th by that date, please provide us with the date that your list can be completed and submitted to this Bureau.

Thank you for your prompt attention to this matter.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES