

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

May 29, 1991

HUMAN RESOURCES MEMORANDUM 16-91

TO: All Department/Agency Heads, Personnel Officers

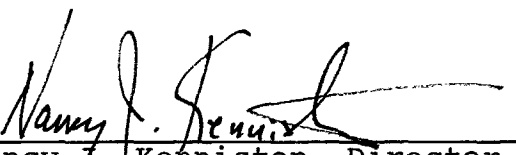
SUBJECT: Essential and/or Federally Funded Employees Who
Worked on May 24th

All agencies must provide this Bureau with lists of all employees who actually worked on May 24th.

These lists must contain the names of all employees who worked, their class title, and the reason for working the employee (essential services, federally funded, or both). This report may be submitted in the same format as the lists provided for the May 10th shutdown of State offices.

All lists are due no later than the close of business, Friday, May 31.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES