



MEMORANDUM

TO: All Employees of the City of Albany
FROM: Towanna Howard, Director of Human Resources
RE: Policy and Procedure Manual

A handwritten signature in black ink, appearing to be "TH", enclosed within a circular scribble.

The City of Albany's Policy and Procedure Manual is provided for your review. All City of Albany employees are encouraged to read the manual. Please sign below to acknowledge receiving the City of Albany Policy Manual.

This manual cancels and supersedes all previous versions thereof. If you have questions, please contact the Office of Human Resources at (229) 302-1541 or email us at OHR@albanyga.gov.

Employee's Name (Printed): _____

Employee's Signature: _____

Date: _____