

HUMAN RESOURCES DEPARTMENT

BETTY ANDERSON
DIRECTOR



PHONE (501) 975-8855
FAX (501) 975-8850
banderson@northlittlerock.ar.gov

120 MAIN STREET, NORTH LITTLE ROCK, AR 72114
MAILING: P.O. BOX 5757, NORTH LITTLE ROCK, AR 72119-5757

MEMORANDUM

TO: Non-Uniformed Employees
FROM: Betty L. Anderson, Director
DATE: January 28, 2019
RE: Non-Uniformed Administrative Policy Manual

Attached is your copy of the City's *Administrative Policies & Procedures for Departments Employing Non-Uniformed Employees* adopted by the North Little Rock City Council on February 28, 2005 and updated on January 28, 2019.

Compliance with these policies and procedures is required. Please sign the acknowledgement below indicating your receipt of the copy and return to me for our records as soon as possible.

ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I have received a copy of the City of North Little Rock *Administrative Personnel Policies & Procedures for Departments Employing Non-Uniformed Employees* adopted by the North Little Rock City Council on February 28, 2005 and updated on January 28, 2019.

I understand that compliance with the policies and procedures is required. I also understand that it is my responsibility to read the policies and procedures and to ask clarification from my department head about any individual policy or procedure that I do not understand.

Employee **Print Name** and Employee #

Department

Employee (**Signature**)

Date Signed