



ADMINISTRATIVE DIRECTIVE

NUMBER: 2011-4

EFFECTIVE DATE: February 16 2011

DEPARTMENTS: ALL

EXPIRES: Until Rescinded

SUBJECT: Mandatory
Ethics Training

ISSUING AUTHORITY: Mayor Dawn Zimmer

Dawn Zimmer 2/16/11
Date

In connection with Executive Order No. 1 dated February 10, 2011, Mandatory Ethics training will be held for all City employees (full and part time) including, but not limited to, appointed officials on March 16, 2011 at 10:00 a.m. and March 23, 2011 at 2:00 p.m. in the ground floor conference room (known as the planning board room) of City Hall. The training will take approximately 30-45 minutes. You are required to attend one of these two sessions. Failure to comply will result in the administration of disciplinary actions up to and including termination of employment.

Please coordinate with your Department Directors.