

DIVISION OF PARKS AND RECREATION

June 4,1986

STAFF DIRECTIVE 86-4

TO: Administrative Staff
 Section Chiefs
 District Park Superintendents
 Park Superintendents
 Regional Park and Recreation Consultants

FROM: Wes Davis

SUBJECT: Directives Management

The purpose of this directive is to establish a system to help assure that all staff are fully aware of the content and status of staff directives. Staff directives will be reviewed annually, after which a directives status sheet will be completed and distributed to each of you. You will be responsible for maintaining a Directives File. A directives status sheet, along with a complete set of all directives issued to date, is attached for your use in setting up your file. Since all employees do not receive all directives, your file will serve as a complete directives reference for you and for employees under your supervision.

The Planning and Special Studies Section shall be responsible for the preparation, tracking and distribution of all staff directives. All staff interested in receiving copies or proposing items for consideration should contact Bob Buckner.

WWD/rlb/mjw

DIVISION OF PARKS AND RECREATION
STAFF DIRECTIVES STATUS
UPDATED MAY 7, 1986

NUMBER	DATE ISSUED	ISSUED TO	SUBJECT	STATUS/COMMENT
85-1	March 14, 1985	All Division Personnel	Participation in Professional Organizations	Currently in effect
85-2	March 14, 1985	Section Chiefs	Weekly Activity Reports	Currently in effect
85-3	March 14, 1985	Section Chief, Regional Park Superintendents, Regional Consultants, Park Superintendents	Correspondence Guidelines	Currently in effect
85-4	March 26, 1985	Division Employees	Affirmative Action Policy; Plan Availability	Currently in effect
85-5	April 4, 1985	Division Employees	Secondary and Deal Employment Policy	Currently in effect
85-6	April 5, 1985	Section Chief, District Park Superintendents, Regional Park and Recreation Consultants	Reading Files	Currently in effect
85-7	April 5, 1985	Section Chief, District Park Superintendents, Park and Recreation Consultants, Park Superintendents	Visitors to the Raleigh Office	Currently in effect
85-8	April 5, 1985	Section Chiefs, LWCF Managers	Travel Activities	Currently in effect
85-9	May 23, 1985	All Employees	Division of Parks and Recreation Safety and Occupational Health Policy	Currently in effect
85-10	July 12, 1985	Directorate	Moritorium on Park Research	Currently in effect

NUMBER	DATE ISSUED	ISSUED TO	SUBJECT	STATUS/COMMENT
85-12	July 30, 1985	Directorate	Assignment of Responsibilities – Complying with Section 504 of the 1973 Rehabilitation Act	Currently in effect
85-13	November 18, 1985	All Employees	Standard Abbreviations	Currently in effect
85-14	December 12, 1985	Raleigh Office Staff, Regional Consultants, District Superintendents	Additions or Modifications to Division Work Plan	Updated/superceded by Staff Directive 86-3
86-1	January 13, 1986	Section Chiefs, District Superintendents, Park Superintendents	Internal Employment Policy/Procedures for Temporary Labor and Seasonal Positions	Currently in effect
86-2	March 14, 1986	Directorate	Overtime and Compensatory Time	Currently in effect