

DIVISION OF PARKS AND RECREATION

May 7, 2007

STAFF DIRECTIVE 97-14

TO: Administrative Staff
Section Chiefs

FROM: Philip K. McKnelly

SUBJECT: Weekly Schedule

Effective immediately, a weekly schedule will be prepared for the upcoming week by staff and submitted to the Executive Assistant by 5:00 p.m. each Friday. Schedules submitted by e-mail are acceptable. If there is a change in your schedule, please notify the Executive Assistant.

This Directive replaces Staff Directive 90-2.

PKM/GSR

Attachment

