



MEMO

DATE: September 10, 2020

TO: HJS Employee

FROM: Patricia Barnett-Hale, Human Resources Director

SUBJECT: Receipt of HJS handbook

Cc: Pam Harper HJS Supervisor
Cc: Christla Howard– Facility Manager

The purpose of this letter is to acknowledge receipt of the handbook provided by Howard Janitorial Services. Your signature indicates a clear understanding of all policies and your intent to follow all instructions have been provided.

Supervisor Signature

Date

Employee Signature

Date

Supervisor's Signature

Date