

Message from the Chief Administrative Officer

To all OMF employees,

The bureaus and divisions in OMF provide a wide range of services and programs for City bureaus and external customers. However – in the end – we are one organization and so it is fitting that OMF managers provide clear direction to all OMF employees to ensure fair and consistent practices throughout our organization.

To help achieve that goal, in 2011 OMF developed a written set of policies and procedures specific to OMF bureaus and divisions. That was the first time OMF had put into place consistent bureau-wide policies about work place procedures, practices and expectations.

Now, in 2015, we have completed a review and update of the OMF Policies and Procedures. The changes help ensure the policies and procedures reflect current practices in OMF and implement best practices overall.

OMF employees are responsible for complying with these policies. OMF supervisors are responsible for implementing these policies and procedures, as well as understanding the relevant documents, such as City Code, and the HR Administrative Rules.

Thank you.

A handwritten signature in black ink that reads "Fred Miller". The signature is written in a cursive style with a large initial "F" and "M".

Fred Miller
Chief Administrative Officer
October 2015