



City Manager's Office

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MEMORANDUM

TO: Management Team
FROM: Larry D. Groth, P.E., City Manager
DATE: December 17, 2003
SUBJECT: Cancellation of City Policies

The following policies have been cancelled:

BEN-2 Deferred Compensation and Flexible Benefit Plans (combined into BEN-1 Insurance and Retirement Programs): effective date of cancellation: 03/25/03

BEN-3 Health and Insurance Plans (combined into BEN-1 Insurance and Retirement Programs): effective date of cancellation: 03/25/03

BEN-6 Tuition Reimbursement: effective date of cancellation: 05/29/03

BEN-8 Employee Home Computer Cooperative Program: effective date of cancellation: 05/29/03

Please make all the employees in your department aware of these changes.

This signed memo needs to be placed at the front of each Personnel Policy Manual.

Larry D. Groth, P.E., City Manager
December 17, 2003