



MEMORANDUM

TO: HUMAN RESOURCES ADMINISTRATORS, PERSONNEL OFFICERS, AND PAYROLL OFFICERS OF ALL STATE AGENCIES, BOARDS AND COMMISSIONS

FROM: ELLEN NASNER, ADMINISTRATOR
OFFICE OF INFORMATION RESOURCES

DATE: JULY 1, 2005

SUBJECT: Revision of Policy for Distribution of Information, Announcements and Discount Offers to State Employees

The policy for processing and distributing information to state employees has been revised. Technology has allowed us to offer this process creating a more efficient and less labor-intensive method of information distribution.

We have created a Web page listing the revised policy and all current announcements and discount offers to state employees. This page will also include a link to DAS Benefits Administration Services Office listing wellness information, community partnerships and resources. Please visit the Web page located at: <http://das.ohio.gov/employeeannouncements>.

Please note that you will not receive a notice for each new announcement or discount offer. Employees are encouraged to visit the site regularly for updates. For those agencies without internet access for employees, please print the information from the Web page and distribute to those employees or post in an area commonly used for employee announcements. Paper distribution should be used as a last resort.

If you have questions or comments about the new process, revised policy or Web page, please feel free to contact Jacqui Howell at Jacqui.howell@das.state.oh.us or (614) 466-0131.

Thank you for your assistance in distributing this revised policy and for sharing this information with your employees.