

**3.000 MAINTENANCE AND DISTRIBUTION OF MANUAL**

A complete Manual will be distributed to each department head. It is not a confidential document. When it is necessary to provide sections of the Manual to additional personnel, photocopies of those sections should be made for distribution.

The procedure for recording revisions of the Manual is contained on the Personnel Policies and Procedures Revision Check Sheet (Appendix C, Form F1).

Each department head can assist in keeping the personnel program up-to-date by notifying the Human Resources Department whenever problems are encountered or improvements can be made in its administration.