

# ADMINISTRATIVE MANUAL

## BROADCAST 003

July 13, 2012  
PLEASE POST

Agency Heads  
Bureau Heads  
Human Resources Officers

*Re: Administrative Policy Manual Update:*

The Administrative Policy Manual is no longer available in hard copies and is updated continuously at <https://cobweb.baltimorecity.gov/bbmr>. Administrative Manual Broadcasts are emailed out to all City employees when revisions are made to the manual.

**AM-002-1-1: Administrative Manual Broadcast** is now updated. The most updated policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-002-1-1.pdf>

**AM-102-1: City Offices** is now updated. The most updated policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-102-1.pdf>

**AM-421-1: Budget Stabilization Reserve Fund** is new. The new policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-421-1.pdf>

**AM-500-1: Smoke-Free Workplace** is new. The new policy is on the BBMR intranet:

<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-500-01.pdf>

AM Website for the entire manual:

<http://cobweb.baltimorecity.gov/bbmr>

Bureau of the Budget and Management Research,  
Department of Finance