

ADMINISTRATIVE MANUAL BROADCAST

004

August 31, 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: Administrative Manual Introduction is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/AM-002-1.pdf>

AM-002-1-2: Administrative Manual Revision Process is new. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-002-1-2.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-290-7-2: Managerial and Professional Society, MAPS, Flat Grade Salary Scale is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/personnel/policies/AM-290-7-2.pdf>

AM-303-1: Expenditure Authorizations (EAs) is updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-303-1.pdf>

AM-500-1: Smoke-Free Workplace is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-500-01.pdf>

AM-503-1: Municipal Post Office is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-503-1.pdf>

AM-509-2: Pagers and Cellular Phones is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-509-02.pdf>

**Bureau of the Budget and Management Research,
Department of Finance**