



MEMORANDUM
DHR. No. 32-2006

Date: November 16, 2006

To: Department Heads
Personnel Officers

From: Philip A. Ginsburg
Human Resources Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

Subject: Holiday Events

As we are quickly approaching the end of the year, many departments are planning events to celebrate winter's various holidays. I send this message to remind departments that the City's workforce is comprised of employees from all segments of our richly diverse communities. Accordingly, our holiday events should be designed to be inclusive and welcoming to employees of different cultural, ethnic, racial, religious and other groups in our workplace. As we celebrate the holidays of the season and another year of working hard together, let us plan to include everyone, to value our diversity, and to have a good time. I also remind those who are planning events to ensure that facilities are accessible to allow employees with disabilities to fully participate.