

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: July 16, 1996
REFERENCE CODE: 96-036

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Department Personnel Officers
Department Training Officers

FROM: Department of Personnel Administration
Benefits Division

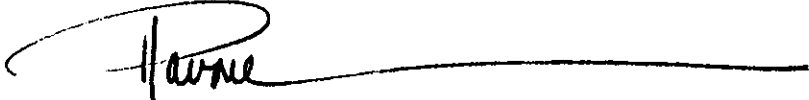
SUBJECT: California - Orientation for the Great State Employee

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A revised version of the new employee orientation booklet, titled California - Orientation for the Great State Employee, has been published. The booklet is designed to provide an overview of State programs, policies, rights, responsibilities, and benefits for new employees.

The booklet will be available, after July 22, 1996, from the Department of General Services, Documents and Publications Unit. The publication will be sold in a package (PG) of ten, at a cost of \$18.00 per PG. The stock number is 7540-954-0025-0. The publication may be ordered on a Supply Order form (STD 116). The price of this publication may vary in the future due to fluctuations in customer demand and/or production and distribution costs. Please call the customer service number of the Documents and Publications Unit, (916) 574-2200 (CALNET 481-2200), if you need assistance in placing your order.

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Patricia Pavone, Chief
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