

### **3.000 MAINTENANCE AND DISTRIBUTION OF MANUAL**

A complete Manual is available on the Human Resources Department webpage on the Courtyard and is also available on Mass.gov. It is not a confidential document. Department heads should ensure that any printed copies or portions of the Manual in their possession are current and should notify the Human Resources Department of any concerns about the implementation of provisions of the Manual or any suggestions for improvement.

Each department head can assist in keeping the personnel program up to date by notifying the Human Resources Department whenever issues or concerns arise or improvements can be made in its administration.

The Human Resources Department will update sections of this Manual on a regular basis. Between review periods, the Manual may also be updated to reflect changes in union contracts, statutes, technological changes or improvements, in addition to emergency and other amendments.