



MAYOR ALEX B. MORSE

CITY OF HOLYOKE

August 3, 2016

Dear Department Head:

Your job requires that you understand certain legal issues involving personnel management.

I am pleased to announce that the City will offer you a one-hour "**Disability Sensitivity Training**" session on *Wednesday August 24, 2016*, from *11:00 a.m. - Noon*. The session will be held in the conference room on the fourth floor of the City Hall Annex. The training will be provided by representatives of the Massachusetts Rehabilitation Commission.

You can see a one-page example of the subject that will be discussed at <http://www.holyoke.org/wp-content/uploads/2012/12/Employment-interviewing-concerning-issues-of-disability.pdf>.

Please plan to attend. Please RSVP by Wednesday, August 17, 2016 to Personnel Administrator Robert Judge at [JudgeR@Holyoke.org](mailto:JudgeR@Holyoke.org). If you cannot attend, please tell Bob which employee in your department you wish to recommend to attend on your behalf and Bob will contact that employee directly.

If you need more information or have a question, please contact Bob by email or at 413-322-5555. I look forward to seeing you on August 24!

Sincerely,

Mayor Alex B. Morse