



## Office of the Mayor

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## WELCOME

Welcome to City of Madison employment! Employees are a valuable resource to the City of Madison and its residents. City of Madison employees are responsible for upkeep and maintenance of over 700 miles of city streets, 13 beaches, over 240 parks, approximately 260 buildings, 4 golf courses, and over 200,000 trees and shrubs. Employees also maintain the safety and well-being of the citizens through the Police, Fire and Public Health Departments. Hourly/Seasonal employees play an important role in the City government and work in the majority of City departments.

This orientation packet has been prepared for you, the Hourly/Seasonal employee, to assist you as you begin your employment with the City of Madison. Please take the time to review the material. The policies and procedures enclosed apply to all employees. As you begin your employment, you will learn the policies and work rules specific to your department. If you have any questions, please ask at your departmental orientation session or your supervisor.

Again, I welcome you to employment with the City of Madison and hope you will find it to be a rewarding experience.

Thank you.

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

Satya Rhodes-Conway  
Mayor