STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Marc Strauss
Merit Board Chair
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Executive Director

TO: Designated Employer Representatives/Human Resource Directors
Chair, State Universities Civil Service Advisory Committee

FROM: Lewis T. (Tom) Morelock
Executive Director

DATE: November 14, 2007

RE: ***Revision #31 to the Procedures Manuals***

Enclosed are revisions to the *Classification Procedures Manual, Employment Procedures Manual,* and *Examination Procedures Manual*.

Section 3, Change-in-Title and Section 4, Specialized Position Certification in the current Classification Procedures Manual have been revised entirely to incorporate revisions to these procedures.

In the Employment Procedures Manual, a new form requesting approval of exceptions for students enrolled less than half-time has been added to Section 2.9.

In the Examination Procedures Manual, Section 2.4, Rejection or Disqualification, has been revised.

Please make as many copies of these revisions as necessary to update all copies of the appropriate Procedure Manuals. These changes will also be incorporated to the on-line version of the Procedure Manuals available at our website. If you have any questions, please call our office.

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Encs.