STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Marc Strauss
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Executive Director

Email Notification Only

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

FROM: Lewis T. (Tom) Morelock
Executive Director

DATE: July 16, 2008

RE: ***Revision #32 to the Procedures Manuals***

We will no longer being distributing hard copies of procedure manual changes. We will notify you by email with an attachment of the changes if you want to continue to maintain a hard copy. The changes will also be incorporated to the on-line version of the Procedure Manuals available at our website.

Several revisions have been made to *Examination Procedures Manual* and the *Employment and Separation Procedures Manual.*

Section 3.3, Proof of Eligibility, Examination Procedures Manual, has been revised to add a new form to verify the use of preference by relatives .

The entire Section 9, Administering Police Officer Examinations, Examination Procedures Manual, has been revised to incorporate the changes made to the Police Series in March 2007.

Other changes to the Examination Procedures Manual include: sections 11.1 and 11.2, Administering Rewrite Examinations, has been revised to clarify current business practices; section 13.1, Lifting Scores, has been revised to clarify when scores for basic proficiency components can be used from one examination to another examination; and section 17.1, General Instructions, has been revised to add some flexibility in testing options when new exams are being released.

Section 6.2, Service and Seniority Accrual, Employment and Separation Procedures Manual, has been revised to clarify how and if seniority is accrued during paid leaves of absence for status and probationary employees.

A new Section 7, Demonstration Projects or Pilot/Study Program, Employment and Separation Procedures Manual, has been added due to the rule change to section 250.140(e) of the Illinois Administrative Code (80 Ill. Adm. Code §250.140(e)) to outline the procedures to obtain authorization to establish new research programs.

If you have any questions, please call our office.

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