

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

Email Notification Only

TO: Members of the Administrative Advisory Committee
Designated Employer Representatives/Human Resource Directors
Members of the State Universities Civil Service Advisory Committee

FROM: Jeff Brownfield *JB*
Executive Director

DATE: December 15, 2015

RE: **Revision #40 to the Procedures Manuals**

On November 18, 2015, the Merit Board approved several revisions to the procedure manuals. These changes can be found at our website. If you have any questions, please call our office.

SECTION – CLASSIFICATION PROCEDURES MANUAL

<i>REMOVE</i>	<i>INSERT</i>
Section 4.4 Page 1 of 1	Section 4.4 Page 1 of 1
Section 4.5 Page 1 of 1	Section 4.5 Page 1 of 1

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

<i>REMOVE</i>	<i>INSERT</i>
Section 1.2 Pages 1 – 2 of 2	Section 1.2 Pages 1 – 2 of 2
Section 1.5 Pages 1 – 2 of 2	Section 1.5 Pages 1 – 2 of 2

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

<i>REMOVE</i>	<i>INSERT</i>
Section 2.3 Pages 1 - 3 of 3	Section 1.2 Pages 1 – 3 of 3