

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099



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: June 8, 2016

RE: **Revision #41 to the Procedures Manuals**

On May 11, 2016, 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 4.5 ..... Page 1 of 1	Section 4.5 ..... Page 1 of 1

### SECTION – EXAMINATION PROCEDURES MANUAL

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

### 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 1.4 ..... Pages 1 – 2 of 2	Section 1.4 ..... Pages 1 -2 of 2
Section 1.5 ..... Pages 1 - 2 of 2	Section 1.5 ..... Pages 1 – 2 of 2
.....	Example 1.5c ..... Pages 1 – 2 of 2

### SECTION – PAY ADMINISTRATION PROCEDURES MANUAL

<i>REMOVE</i>	<i>INSERT</i>
Section 1.1 ..... Pages 1 - 2 of 2	Section 1.1 ..... Pages 1 – 2 of 2
Example 1.1a ..... Page 1 of 1	Example 1.1a ..... Page 1 of 1
Example 1.1b ..... Page 1 of 1	

Example 1.1c..... Page 1 of 1  
Example 1.1d ..... Page 1 of 1  
Example 1.1e ..... Page 1 of 1  
Section 2.1 ..... Pages 1 -2 of 2 .....Section 2.1 ..... Pages 1 – 2 of 2  
Section 2.2 ..... Pages 1 of 1 .....Section 2.2 ..... Pages 1 – 2 of 2  
Section 2.3 ..... Page 1 of 1.....Section 2.3 ..... Page 1 of 1  
Section 3.1 ..... Page 1 of 1.....Section 3.1 ..... Page 1 of 1  
Section 3.2 ..... Page 1 of 1.....Section 3.2 ..... Page 1 of 1