

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Example 1.2c
Revised – 5/16/2012

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



Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives, Human Resources Directors,
Classification Personnel and Testing Personnel

FROM: **NAME**
Operations Division

RE: Final Status Notice

DATE:

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Classification(s)

The following revisions shall become effective as indicated below:

information **Statement or table listing changes, effective dates, and other relevant**

Please contact **NAME** at the University System Office by calling 217.278.3150, ext. **NUMBER**, or email at **ADDRESS** if you need additional information.