

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**John Brewster**  
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**Walter G. Ingerski**  
Director

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

FROM: Dennis N. Smith  
Deputy Director

DATE: May 3, 2002

RE: **Revision #15 to the Procedures Manuals**

Enclosed are revisions to the Procedures Manuals. Please make sure that you reproduce the number of copies for each of the manuals that you have made in addition to the one we sent.

## SECTION – EMPLOYMENT AND SEPARATION

| <i>REMOVE</i> |                  | <i>INSERT</i> |                  |
|---------------|------------------|---------------|------------------|
| 4.7           | Pages 1 – 5 of 5 | 4.7           | Pages 1 – 5 of 5 |

## SECTION – EXAMINATION

| <i>REMOVE</i> |             | <i>INSERT</i> |             |
|---------------|-------------|---------------|-------------|
| 5.1           | Page 2 of 2 | 5.1           | Page 2 of 2 |

## SECTION – PAY

| <i>REMOVE</i> |  | <i>INSERT</i> |        |
|---------------|--|---------------|--------|
|               |  | Example 1.1a  | 1 of 1 |
|               |  | Example 1.1b  | 1 of 1 |
|               |  | Example 1.1c  | 1 of 1 |
|               |  | Example 1.1d  | 1 of 1 |
|               |  | Example 1.1e  | 1 of 1 |