



**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

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**John Brewster**  
*Merit Board Chair*  
**Walter G. Ingerski**  
*Director*

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

FROM: Jean E. Somers  
Deputy Director



DATE: May 26, 1999

RE: **Revision #2 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. We have been getting several phone calls from people that they did not receive some of the corrections so please inform the appropriate persons when corrections are received.

**SECTION – CLASSIFICATION**

<i>REMOVE</i>		<i>INSERT</i>	
5.4a Example	Page 1 of 1	5.4a Example	Page 1 of 1

**SECTION – EMPLOYMENT AND SEPARATION**

<i>REMOVE</i>		<i>INSERT</i>	
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**SECTION – EXAMINATION**

<i>REMOVE</i>		<i>INSERT</i>	
3.1	Page 1 of 1	3.1	Page 1 of 1