

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Bruce Friefeld**  
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*Executive Director*

**TO:** Designated Employer Representatives/Human Resource Directors  
Chair, State Universities Civil Service Advisory Committee

**FROM:** Lewis T. (Tom) Morelock *LM*  
Executive Director

**DATE:** August 5, 2005

**RE:** *Revision #29 to the Procedures Manuals*

Enclosed are revisions to the *Procedures Manual*.

The first change is to the Employment and Separation Procedures manual. This change reflects the Extra Help Appointment extensions that were developed as part at the recent Nonstatus Work Study Committee Meetings. This modification to the current procedure provides specific guidelines that allow for an extension of Extra Help Appointments. These extensions will only be granted in limited circumstances.

The second change is to the Pay Administration Procedures Manual. This change provides an update that more fully illustrates the process for creating or changing the minimum and maximum rates paid to employees in Open Range classifications.

Please make as many copies of these revisions as necessary to update all copies of your procedure manuals. These changes will also be reflected in the on-line version of the Procedures Manual that is available at our website. If you have any questions, please call our office.

## SECTION – EMPLOYMENT AND SEPARATION

<i>REMOVE</i>	<i>INSERT</i>
2.10..... Page 1 of 1.....	2.10 ..... Page 1 – 3 of 3
.....	..... Example 2.10a ..... Pages 1 – 3 of 3

## SECTION – PAY ADMINISTRATION

<i>REMOVE</i>	<i>INSERT</i>
2.1..... Page 1 of 1.....	2.1 ..... Page 1 – 2 of 2

Encs.