

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**Bruce Friefeld**  
*Merit Board Chair*  
**Lewis T. (Tom) Morelock**  
*Executive Director*

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

FROM: Lewis T. (Tom) Morelock   
Executive Director

DATE: October 16, 2006

RE: ***Revision #30 to the Procedures Manuals***

Enclosed are revisions to the *Procedures Manual*.

The first change is to the Classification Procedures manual. This change reflects revisions to position audit procedures related to the 30 day timeframe requirement.

The second change is to the Examination Procedures Manual. This change provides each employer the opportunity to set priorities and develop policies in managing testing schedules.

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 – CLASSIFICATION

<i>REMOVE</i>		<i>INSERT</i>
2.3 .....	Page 1 of 1 .....	2.3 .....
		Pages 1 – 2 of 2

## SECTION – EXAMINATION

<i>REMOVE</i>		<i>INSERT</i>
1.3 .....	Page 1 of 1 .....	1.3 .....
		Page 1 of 1

Encs.