

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



John Butler
Merit Board Chair
Gail Schiesser
Executive Director

Email Notification Only

TO: Designated Employer Representatives/Human Resource Directors
Members of the State Universities Civil Service Advisory Committee

FROM: Gail Schiesser *GS*
Executive Director

DATE: January 22, 2026

RE: ***Revision #64 to the Procedures Manuals***

Section 3.3 of the Employment and Separation Procedures Manual is being revised to update the language in the second paragraph.

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

REMOVE

INSERT

Section 3.3 1 Page 1 – 1.....Section 3.3 Page 1 – 1