

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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John Brewster
Merit Board Chair
Lewis T. (Tom) Morelock
Director

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

FROM: Dennis N. Smith
Deputy Director *DNS*

DATE: August 13, 2002

RE: **Revision #18 to the Procedures Manuals**

Enclosed is a revision to the Procedures Manuals – Employment and Separation Section regarding Layoff. 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 |

Enc.