STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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John Brewster
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Director

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

FROM: Lewis T.(Tom) Morelock
Executive Director

DATE: February 3, 2003

RE: ***Revision #20 to the Procedures Manuals***

As we continue to develop new programs, review current procedures, and interact more extensively with campus personnel and employees, we discover some minor issues that can quickly be addressed through simple procedural updates. In our focus on Principal Administrative Appointments and the development of the Pilot Program, we realized that there was not a detailed procedure to facilitate the movement of a Principal Administrative Appointment to a Civil Service position and, consequently, a procedure to outline the effect on any incumbent employee caught in the middle of this process. Therefore, we have changed our procedural manuals to include this transaction to facilitate the periodic review and update of job descriptions and the possible necessity for these types of transactions.

Enclosed are revisions to the *Classification, Employment and Separation, and Principal Administrative Appointments Manuals* regarding procedures for temporary assignment of Civil Service employee to Principal Administrative Appointment duties and changing a Principal Administrative Appointment to a Civil Service position. Specific references are provided.

Please feel free to make as many copies of these revisions as may be required to update all copies of your procedure manuals. If you have any questions, please call our office.

SECTION – CLASSIFICATION

REMOVE		*INSERT*	
Table of Contents	Page 1 of 1	Table of Contents	Page 1 of 1
		5.4	Page 1 of 1
5.4	Page 1 – 2 of 2	5.5	Pages 1 – 2 of 2
Example 5.4a	Page 1 of 1	Example 5.5a	Page 1 of 1
Example 5.4b	Page 1 of 1	Example 5.5b	Page 1 of 1
Example 5.4c	Page 1 of 1	Example 5.5c	Page 1 of 1
5.5	Page 1 of 1	5.6	Page 1 of 1

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

REMOVE		*INSERT*	
Table of Contents	Pages 1 – 2 of 2	Table of Contents	Pages 1 – 2 of 2
		4.10	Page 1 of 1
		4.11	Pages 1 – 2 of 2
		Example 4.11a	Page 1 of 1

SECTION – Principal Administrative Appointments

REMOVE		*INSERT*	
Table of Contents	Page 1 of 1	Table of Contents	Page 1 of 1
		1.7	Page 1 of 1
		1.8	Pages 1 – 2 of 2

Encs.