

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



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

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

FROM: Dennis N. Smith  
Deputy Director

DATE: May 1, 2003

RE: *Revision #23 to the Procedures Manuals*

Enclosed are corrected pages to the *Classification, Employment and Separation, and Examination Procedures Manuals*. We have corrected our address, rule references, and executive director information.

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

Example 4.4a

Page 1 of 1

### INSERT

Example 4.4a

Page 1 of 1

## SECTION – EMPLOYMENT AND SEPARATION

### REMOVE

Example 1.4c

Page 1 of 1

Example 2.4a

Page 1 of 1

Example 4.9a

Page 1 of 1

Example 5.1a

Page 1 of 1

Example 5.3a

Page 1 of 1

Example 5.4b<sup>3</sup>

Pages 1-4 of 4

Example 5.6a

Page 1 of 1

Example 5.8a

Page 1 of 1

### INSERT

Example 1.4c

Page 1 of 1

Example 2.4a

Page 1 of 1

Example 4.9a

Page 1 of 1

Example 5.1a

Page 1 of 1

Example 5.3a

Page 1 of 1

Example 5.3b

Pages 1-4 of 4

Example 5.6a

Page 1 of 1

Example 5.8a

Page 1 of 1

**SECTION – EXAMINATION**

***REMOVE***

Example 1.4a	Page 1 of 1
Example 2.2a	Page 1 of 1
Example 2.2b	Page 1 of 1
Example 9.1a	Page 1 of 1
Example 9.1b	Page 1 of 1
Example 15.1a	Page 1 of 1

***INSERT***

Example 1.4a	Page 1 of 1
Example 2.2a	Page 1 of 1
Example 2.2b	Page 1 of 1
Example 9.1a	Page 1 of 1
Example 9.1b	Page 1 of 1
Example 15.1a	Page 1 of 1

Encs.