

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**John Brewster**  
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**Executive Director**

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

FROM: Lewis T. (Tom) Morelock   
Executive Director

DATE: December 23, 2003

RE: ***Revision #25 to the Procedures Manuals***

Enclosed are revised pages to Section 3 of the *Classification Procedures Manual*. This update reduces the number of Change-in-Title (CIT) Policies from eight to three. The current CIT policies were reduced to capture the most common personnel activity in this respect and reflect the current business process surrounding the revision, deletion, and collapsing of class specifications.

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.

<b><u>SECTION – CLASSIFICATION</u></b>			
<b><i>REMOVE</i></b>		<b><i>INSERT</i></b>	
3.1	Page 1 of 1	3.1	Page 1 of 1
3.2	Page 1 of 1	3.2	Page 1 of 1
3.3	Pages 1 – 3 of 3	3.3	Page 1 – 2 of 2

Encs.