

STATE UNIVERSITIES CIVIL SERVICE SYSTEM


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



Joanne E. Maitland
Merit Board Vice Chair
Lewis T. (Tom) Morelock
Executive Director

Email Notification Only

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

FROM: Lewis T. (Tom) Morelock 
Executive Director

DATE: November 25, 2009

RE: ***Revision #35 to the Procedures Manuals***

On November 18, 2009, the Merit Board approved the revisions to Section 2 of the Employment and Separations Procedures Manual dealing with Trainee Appointments.

These changes can be found at our website. If you have any questions, please call our office.

SECTION – EMPLOYMENT AND SEPARATION

<i>REMOVE</i>	<i>INSERT</i>
Table of Contents..... Pages 1 – 2 of 2.....	Table of ContentsPages 1 – 2 of 2
Section 2.1 Page 1 of 1	Section 2.1.....Page 1 of 1
Section 2.2 Page 1 of 1	Section 2.2.....Page 1 of 1
Section 2.3 Page 1 of 1	Section 2.3.....Page 1 of 1
Section 2.4 Page 1 of 1	Section 2.4.....Page 1 of 1
Example 2.4a..... Page 1 of 1	
Section 2.5 Pages 1 – 2 of 2	Section 2.5.....Pages 1 – 4 of 4
.....	Form 2.5aPages 1 – 3 of 3
Section 2.6 Pages 1 – 2 of 2.....	Section 2.6.....Page 1 of 1
.....	Form 2.6aPages 1 – 2 of 2
Section 2.7 Pages 1 – 2 of 2.....	Section 2.7Page 1 of 1
Example 2.7a..... Page 1 of 1	
Section 2.8 Page 1 of 1	Section 2.8.....Pages 1 – 3 of 3
Example 2.8a..... Page 1 of 1	
Section 2.9 Pages 1 – 4 of 4.....	Section 2.9.....Page 1 of 1
Example 2.9a..... Pages 1 – 3 of 3.....	Form 2.9aPage 1 of 1
Section 2.10 Page 1 of 1	Section 2.10.....Page 1 of 1
Example 2.10a..... Page 1 of 1	Form 2.10aPage 1 of 1