

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



James D. Montgomery  
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 *LSM*

DATE: September 17, 2013

RE: ***Revision #38 to the Procedures Manuals***

On September 10, 2013, the Merit Board approved two revisions to the procedure manuals. The two changes are the addition of the Program/Student Advisor classification to the specific procedures listed below. This will allow more flexible employment protocols to be utilized for this classification, similar to those applied to other civil service professional classifications.

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

### **SECTION – CLASSIFICATION PLAN MANAGEMENT PROCEDURES MANUAL**

<b><i>REMOVE</i></b>	<b><i>INSERT</i></b>
Section 4.3 ..... Page 1 of 1	Section 4.3 ..... Page 1 of 1

### **SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL**

<b><i>REMOVE</i></b>	<b><i>INSERT</i></b>
Section 1.4 ..... Pages 1 – 3 of 3	Section 1.4 ..... Pages 1 – 3 of 3