

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Jill Smart
Merit Board Chair
Jeff Brownfield
Executive Director

Email Notification Only

TO: Designated Employer Representatives/Human Resource Directors
Members of the State Universities Civil Service Advisory Committee

FROM: Jeff Brownfield
Executive Director JB

DATE: April 1, 2019

RE: **Revision #44 to the Procedures Manuals**

Attached are updated pages to the Classification Plan and Employment and Separation Procedures Manuals, clarifying the concern that had been expressed regarding the merger of two classifications and that employers would need to review the Reemployment Registers. There was never an intent that a simple CIT action would afford a current or former/laid off employee the opportunity to displace a current employee.

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

SECTION – CLASSIFICATION PLAN MANAGEMENT PROCEDURES MANUAL

REMOVE	INSERT
Section 3.1 Page 1 of 1	Section 3.1 Pages 1 – 2 of 2
Section 3.3 Page 1 of 1	Section 3.3 Page 1 – 1

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

REMOVE	INSERT
Section 4.7 Pages 1 – 6 of 6	Section 4.7 Pages 1 – 6 of 6