

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 *JB*
Executive Director

DATE: November 1, 2109

RE: **Revision #47 to the Procedures Manuals**

Attached are updated sections to the various procedure manuals based on current business processes.

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

SECTION – CLASSIFICATION PROCEDURES MANUAL

REMOVE	INSERT
Table of Contents Page 1 of 1.....	Table of Contents..... Page 1 of 1
Example 1.2b Page 1 of 1.....	Example 1.2b..... Page 1 of 1
Example 1.2c..... Page 1 of 1.....	Example 1.2c..... Page 1 of 1
Section 4.3 Pages 1 of 2	Section 4.3 Page 1 of 1
Form 4.3a..... Page 1 of 1.....	Form 4.3a Deleted

SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL

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Table of Contents Pages 1 of 2	Table of Contents..... Pages 1 of 2
Section 2.9 Page 1 of 1.....	Section 2.9 Page 1 of 1
Form 2.9a..... Page 1 of 1	Form 2.9a Deleted

SECTION – EXAMINATION PROCEDURES MANUAL

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Section 5.2 Page 1 of 1.....	Section 5.2 Page 1 of 1
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