

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Julie Annette Jones  
Merit Board Chair  
Gail Schiesser  
Executive Director

**Email Notification Only**

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

FROM: Gail Schiesser <sup>ES</sup>  
Executive Director

DATE: April 22, 2024

RE: **Revision #59 to the Procedures Manuals**

Section 4.6(b)(4) of the Employment and Separation Procedures Manual is being updated to remove the word discharge and replace it with termination.

**SECTION – EMPLOYMENT AND SEPARATION PROCEDURES MANUAL**

**REMOVE**

**INSERT**

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Section 4.6 Pages 1 – 2 of 2 .....Section 4.6 Pages 1 – 2 of 2