

Also, while Civil Service concludes their work on this matter, a moratorium on administrative support allocations has begun effective October 11, 2004. During this time the university will be required to seek approval from Civil Service before filling any vacant clerical positions affected by this study. Subject to Civil Service approval we will be able to fill these jobs through the normal hire process. However, no reallocations will be allowed.

I have asked that Macky Myers assist me in coordinating the activities related to updating job descriptions. Either Macky or I will be available to answer any questions you might have. Please feel free to contact me at extension 2001 or Macky at extension 5651.

Thank you for your assistance in this matter.

Cc: Dr. Randy Moffett
Dr. Joseph Miller
Dr. Brad O'Hara
Mr. Stephen Smith