

DATE: March 17, 2000

TO: Holders of State Personnel Manual

FROM: Peggy S. Oliver

SUBJECT: State Personnel Manual Changes - Revision No. 4

This memorandum transmits revised pages for the State Personnel Manual that should have been included in Revision No. 3. The changes are summarized as follows:

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Policy Title and Explanation of Change</b>	<b>Effective Date</b>
4-103 - 4-106	Same	<b>Hours of Work and Overtime Compensation</b>  This revision represents a correction only.  The third paragraph on page 104 has been deleted since this is an outdated provision and should have been deleted before the Manual was published.  Some of the wording was omitted in the last sentence on page 105. This has been corrected.	N/A