

**POLICY 2
EMPLOYMENT AND SEPARATION**

Rule 2.04 - Employment Processing

The head of the campus human resources office shall issue notices of appointment for all Civil Service employees.

Regulation

2.041 Notices of Employment

These notices continue in effect until:

- A. Employment is terminated; or
- B. Conditions of employment are changed.

All notices will state the classification, salary, and other conditions affecting employment, and will include the effective date of the latest personnel action.