

UNIVERSITY OF KANSAS
Lawrence

Office of the
Chancellor

April 2, 1945

TO HEADS OF DEPARTMENTS:

Under the Civil Service regulations a service report is to be prepared for each employee in the classified service every six months. These ratings are to be considered in determining salary increases, in discovering employees who should be promoted or demoted, and in establishing the order in which names are to be placed on a reemployment list.

The first service reports on classified employees at the University of Kansas are to be completed early this month. In order that the procedures for the ratings may be understood by all supervisors, a meeting is being called in Room 9, Frank Strong Hall, Friday, April 6th, at 3:30. Mr. George Rhodes of the State Civil Service office will be here to explain the plan and the procedures.

It is important that every supervisor receiving this letter attend the meeting. If, for any reason, you will be unable to be there, please get in touch with me immediately so that arrangements may be made for someone to represent you.

The attached mimeographed sheets prepared by the Civil Service Department are sent for your general information and should be read before you attend the meeting.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

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