

The University of Kansas
Lawrence

Office of
The Chancellor

January 21, 1942

Dr. Allen:

As you know, the 1941 Legislature enacted a civil service law which will apply to most of the positions in your department. Before the law is put into effect, however, the Kansas Civil Service Board must classify all positions in the state. As a first step in this classification, a copy of the attached questionnaire has been mailed by this office to the members of your staff to whom the law applies. It is suggested that you read the instruction sheet carefully and completely in order that you may be able to answer any questions that may arise on the part of members of your staff, and to fill in part II of the questionnaire.

The members of your staff to whom the questionnaire has been mailed are as follows:

Hulteen

The list was compiled from the regular and irregular payroll for December. If in the meantime any positions have been added to your payroll, questionnaires should be filled out in each case, and if a position is temporarily unfilled, a report should be made by you for that position. We shall be glad to mail out additional questionnaires if you will kindly report the names to us by telephone.

The white and green copies of the questionnaire, completed, should be returned to this office by you not later than January 30.

Some positions included in the list may eventually be placed in the exempted classification, but the State Board has asked that questionnaires be filled out by every person whose name is listed.

If you have any questions about the forms, we shall be glad to try to answer them.

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary