May 2, 2001

MEMORANDUM

TO: Deans, Directors, and, Departmental Managers

FROM: Drake Maynard, Senior Director, Human Resources Administration

SUBJECT: Addendum Implementation of Range Revision for Accounting Classifications

On May 1st a letter was sent out explaining implementation procedures for the Accounting Classification Range Revision. It has come to my attention that while addressing the In-Range increases we stated that the In-Ranges had to be effective on a current basis in accordance with the In-Range policy. The Office of State Personnel has for this one time only made an exception to the In-Range Policy. Due to the timing and implementation date of the Range Revision, you may in this one instance, make the In-Ranges for affected classifications retroactive to the effective date of the Range Revision itself which would be January 1, 2001. If you have any questions you may contact Ms. Jessica Moore in the Position Management Division about your In-range questions at 962-4348.

Equal Opportunity Employer