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UPDATED COMMISSION POLICIES AND PROCEDURES
REGARDING SENDING DECISIONS TO THE PARTIES VIA EMAIL ONLY.
EFFECTIVE JANUARY 1, 2015

Effective January 1, 2015, decisions issued by the Civil Service Commission will be sent to the parties via e-mail only to the email address provided on the most recent Appearance Form on file with the Commission.

Upon sending the order or decision to the parties via email, the parties will be reminded that the attached order or decision is being sent via email only and that no additional copy will be sent via first class mail. The email communication, along with the attached order or decision, will remind all parties of their right to file a motion for reconsideration and/or seek judicial review of the Commission's order or decision, and the filing deadline for each.

All parties are reminded that it is their responsibility to submit an updated Appearance Form to the Commission if, while an appeal is pending, their contact information, including email address, has changed.

/s/ Christopher Bowman
Chairman
December 22, 2014

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