

YEARLY CLASSIFICATION SCHEDULE AND IMPORTANT DEADLINES

September 1st: PDQ's are sent out to employees whose positions are being reviewed.

September 30th: Completed PDQ's are due in Human Resources.

October 15th: Classification Review Committee begins process of reading PDQ's and revising job descriptions.

January 15th: New and revised job descriptions are sent to employees and their supervisors for approval or correction.

January 31st: Deadline for submission of Employee Reply Form.

February 28th: Appeals are finished and employees are notified.

March 15th: Corrected job descriptions are returned to CRC for measurement and range placement.

March 30th: Recommendations of the CRC are sent to joint negotiations teams.

*If the above schedule is delayed by mutual agreement of the District and SEIU, the above timeline will be adjusted appropriately. Timelines of this process will not be subject to grievance.