

### Timeline for 2015/16 Classification Review Process

DATE	ACTIVITY
August 18 <sup>th</sup>	PDQ's sent to employees whose positions are being reviewed.
October 1 <sup>st</sup>	Completed PDQ's and revised descriptions, if applicable, due in Human Resources.
October 15 <sup>th</sup>	Classification Review Committee begins review of PDQ's and revising job descriptions.
January 15 <sup>th</sup>	Revised job descriptions sent to employees/supervisors for approval or correction.
January 29 <sup>th</sup>	Deadline for submission of Employee Reply Form for revised descriptions.
March 11 <sup>th</sup>	Appeals finished and employees/supervisors notified.
March 31 <sup>st</sup>	Final job descriptions measured to determine grade placements.
April 15 <sup>th</sup>	Employees/supervisors notified of final grade placements
April 22 <sup>th</sup>	Recommendations of the CRC sent to joint negotiations teams.

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