

Timeline for 2014/15 Classification Review Process

DATE	ACTIVITY
August 18 th	PDQ's sent to employees whose positions are being reviewed.
September 24 th	Employee submits completed PDQ and revised job description (or waiver form) to Supervisor for review and comments.
October 1 st	Completed PDQ's and revised job descriptions, if applicable, due in Human Resources.
October 15 th	Classification Review Committee begins review of PDQ's and revising job descriptions.
January 15 th	New & Revised job descriptions are sent to employees/supervisors for approval or correction.
January 29 th	Deadline for submission of Employee Reply Form for revised job descriptions.
March 13 th	Appeals finished and employees/supervisors notified.
March 31 st	Final job descriptions measured to determine grade placements.
April 17 th	Employees/supervisors notified of final grade placements.
April 24 th	Recommendations of the CRC sent to joint negotiations teams.

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