

**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.