

**Tentative Timeline for 2013/14 Classification Review Process**

DATE	ACTIVITY
August 30 <sup>th</sup>	PDQ's are sent out to employees whose positions are being reviewed.
October 1 <sup>st</sup>	Completed PDQ's are due in Human Resources.
October 15 <sup>th</sup>	Classification Review Committee begins process of reading PDQ's and revising job descriptions.
January 15 <sup>th</sup>	New & revised job descriptions are sent to employees/supervisors for approval or correction.
January 29 <sup>th</sup>	Deadline for submission of Employee Reply Form.
*March 14 <sup>th</sup>	Appeals are finished and employees are notified.
*March 31 <sup>st</sup>	Corrected job descriptions are returned to CRC for measurement and grade placement.
*April 24 <sup>th</sup>	Recommendations of the CRC are sent to joint negotiations teams.
* These dates are based upon actual deadlines for the 2012/2013 cycle after extensions were approved by CEC and the District.	

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