

Classification Review Timelines

Per the Memorandum of Understanding between Sonoma County Junior College District and Service Employees International Union (SEIU) regarding Article 19: Classification/Reclassification, the District and SEIU agree to commission a comprehensive Classification Review and Salary Study of the Classified Unit. In the meantime, the regular Classification Review process will be on hiatus for fiscal years 2017/18 and 2018/19.

Timelines for the Comprehensive Classification and Salary Study

The RFP process to select a vendor will commence in the Fall 2017. The comprehensive Classification Review and Salary Study will commence immediately after award of the contract to the selected vendor, or as soon as possible thereafter.

Results of the Study will be due to SEIU/District Negotiations by January 1, 2019 or as soon as possible thereafter. SEIU/District will negotiate the effects and implementation of the study January-June, 2019 with a target implementation date of July 1, 2019.

Job Classification and Salary Study for Classified Unit Members – Fall 2018 through Spring 2020 (Study to be Conducted by JB Rewards)

TARGET DATE	ACTIVITY
8/23/18	Orientation of work group and negotiations teams
9/13/18	Communication to all staff and management
9/24/18 – 9/27/18	Information sessions
10/31/18	Staff members submit information to Supervisors
11/7/18	Supervisors submit information to HR and share with Staff
1/20/19	Job studies
3/1/19	Job descriptions to employees & supervisors
3/1/19 – 5/1/19	Employee & supervisor review and edit job descriptions/quality review process
6/10/19	Final descriptions to employees & supervisors
6/30/19	Initial review of internal alignment
7/1/19 – 8/31/19	Comparable entity review – salary survey
10/1/19	Recommend pay ranges
2/28/2020	Final report
tbd	Implementation of study (pending negotiations)

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