April 28, 2009

MEMORANDUM

TO: Distribution A

FROM: Janelle R. Ramirez
Executive Director of Human Resources

SUBJECT: Classification Deadlines for FY 2010 Requests

The purpose of this memo is to inform you of deadlines for guaranteed completion of requested FY 2010 budgeted position classification reviews. Based on the high volume of requests the Classification and Compensation Office typically receives during the summer months, Human Resources (HR) guarantees the reviews will be completed if requests are received in HR by the following dates:

- If received in HR by Friday, May 15, review completion by July 15 is guaranteed.

- If received in HR between May 16 and Wednesday, July 15, review completion for a September 1 effective date is guaranteed. Note: If approved after September 1, the request can be made effective if it is approved within the biweekly or monthly pay period that includes September 1.

For additional information or questions, contact Human Resources Classification and Compensation at 845-4170.

xc: Human Resources Liaisons