

## Class Plan Change Implementation Schedule of 2016 Due Dates

<u>Bulletin Effective Date</u>	<u>Notice of Action/Request for New Class Code (Class Team) Request AA code (Eileen/Eric)</u>	<u>Final Draft Language &amp; Data E-Mailed to Class Team</u>	<u>Meeting with Director</u>	<u>Publication Date of Final Spec with legal review done to Wil</u>
Jan. 10, 2016	Dec. 28, 2015	Jan. 4, 2016	Jan. 7, 2016	Jan. 11, 2016
Feb. 7, 2016	Jan. 25, 2016	Feb. 1, 2016	Feb. 4, 2016	Feb. 8, 2016
Mar. 6, 2016	Feb. 22, 2016	Feb. 29, 2016	Mar. 3, 2016	Mar. 7, 2016
Apr. 3, 2016	Mar. 21, 2016	Mar. 28, 2016	Mar. 31 2016	Apr. 4, 2016
May 15, 2016	May 2, 2016	May 9, 2016	May 12, 2016	May 16, 2016
June 12, 2016	May 30, 2016	June 6, 2016	June 9, 2016	June 13, 2016
July 10, 2016	June 27, 2016	July 4, 2016	July 7, 2016	July 11, 2016
Aug. 7, 2016	July 25, 2016	Aug. 1, 2016	Aug. 4, 2016	Aug. 8, 2016
Sept. 4, 2016	Aug. 22, 2016	Aug. 29, 2016	Sept. 1, 2016	Sept. 5, 2016
Oct. 2, 2016	Sept. 19, 2016	Sept 26, 2016	Sept. 29, 2016	Oct. 3, 2016
Nov. 13, 2016	Oct. 31, 2016	Nov. 7, 2016	Nov. 10 2016	Nov. 14, 2016
Dec. 11, 2016	Nov. 28, 2016	Dec.5, 2016	Dec. 8, 2016	Dec. 12, 2016

**TIMELINE:**

<b>Effective Date:</b>	<b>Notice/Codes:</b>	<b>Draft/Data Summary Due:</b>	<b>Discussion Meeting</b>	<b>Specs Due to Rey:</b>
<b>Sunday Beginning "B" Pay Period Monthly (Bulletin published the next day-Monday)</b>	<b>2 Weeks prior to the Effective Date (1<sup>st</sup> Mon. of "A" Pay Period) Request class code to Class Team and AA code to Eileen/Eric</b>	<b>1 Week prior to effective Date (2<sup>nd</sup> Monday of "A" Pay Period)</b>	<b>Thursday prior to the Effective Date (2nd week of "A" Pay Period)</b>	<b>Finalized spec to Rey for publication</b>