

## 2026 SALARY RESOLUTION AMENDMENT (SRA) SCHEDULE

Each fiscal year, after the Board adopts the recommended budget the Human Resources Department submits to the Board the Master Salary Resolution (MSR) which enacts the decisions made by the Board concerning number of positions allocated for each department. Every month, throughout the fiscal year, HR submits amendments to the MSR (referred to as Salary Resolution Amendment or SRA) which includes salary adjustments, reclassification of positions, introduction of new special compensation or allowances. It also includes departmental changes such as add/deletes, straight adds or straight deletes of **vacant** positions. To be included in the SRA for a particular month, **department finance managers** must complete an SRA Request Form which can be found at <https://hr.smcgov.org/documents/master-salary-resolution> and submit to Lisa Yapching by the “Deadline to Submit” noted below.

Board Meeting Date	Department Deadline to Submit SRA Request Form to HR	Prepare SRA	Notify Union, if Applicable	Send to Actuarial, if Applicable <sup>1</sup>	Submit to Granicus
January 27	December 4, 2025	December 8, 2025	December 10, 2025	December 10, 2025	December 31, 2025
February 24	January 8, 2026	January 12, 2026	January 14, 2026	January 14, 2026	January 29, 2026
March 24	February 5, 2026	February 9, 2026	February 11, 2026	February 11, 2026	February 26, 2026
April 21	March 5	March 9	March 11	March 11	March 25
May 19	April 2	April 6	April 8	April 8	April 23
June	<i>NO SRA – Position changes should be through recommended budget.</i>				
July	<b><i>Board Recess</i></b>				
August 11	July 1	July 6	July 8	July 8	July 16
September 29	<i>NO SRA - September Revisions.</i>				
October 20	September 7	September 11	September 15	September 15	September 24
November 17	October 8	October 12	October 13	October 13	October 15
December 8	October 14	October 16	October 19	October 19	October 29

<sup>1</sup> For any changes to employee compensation (i.e., reclassifications, salary adjustments, new allowances)