

2022 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 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 ¹ | Submit to Granicus |
|--------------------|---|-------------------|-----------------------------|---|--------------------|
| January 25 | December 9, 2021 | December 13, 2021 | December 16, 2021 | December 16, 2021 | December 22, 2021 |
| February 22 | January 7 | January 10 | January 13 | January 13 | January 27 |
| March 22 | February 4 | February 7 | February 10 | February 10 | February 24 |
| April 19 | March 3 | March 7 | March 10 | March 10 | March 24 |
| May 17 | April 1 | April 4 | April 7 | April 7 | April 21 |
| June | <i>NO SRA – Position changes should be through recommended budget.</i> | | | | |
| July | <i>NO SRA - Introduction of the MSR for FY 2022-2023 which captures all position changes in recommended budget.</i> | | | | |
| August 2 | <i>Reclassifications and HR initiated changes only. All other changes should be submitted via September Revise.</i> | | | | |
| September 27 | <i>NO SRA - September Revisions.</i> | | | | |
| October 18 | September 2 | September 6 | September 8 | September 8 | September 22 |
| November 15 | September 16 | September 19 | September 22 | September 22 | October 13 |
| December 13 | October 24 | October 27 | November 2 | November 2 | November 16 |

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