

## 2023 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). The monthly SRAs also include departmental changes such as add/delete of **vacant** positions, and straight addition or deletion of 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://www.smcgov.org/hr/master-salary-resolution>. Completed request forms must be sent by the Department Deadline date for that month as specified below. Send all forms to Lisa Yapching with a CC to Rana Naser.

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 31	December 9, 2022	December 13, 2022	December 16, 2022	December 16, 2022	December 22, 2022
February 28	January 13	January 16	January 19	January 19	February 2
March 28	February 10	February 13	February 16	February 16	March 2
April 25	March 9	March 13	March 16	March 16	March 30
May	April 7	April 10	April 13	April 13	April 27
June	<i>NO SRA – Position changes should be through recommended budget.</i>				
July	<i>NO SRA - Introduction of the MSR for FY 2023-2024 which captures all position changes in recommended budget.</i>				
August 1	<i>Reclassifications and HR initiated changes only. All other changes should be submitted via September Revise.</i>				
September 26	<i>NO SRA - September Revisions.</i>				
October 17	September 4	September 8	September 11	September 11	September 25
November 14	October 5	October 9	October 12	October 12	October 26
December 12	November 3	November 7	November 10	November 10	November 27

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