



CAMPUS CAREER TRACKS PROJECT TIMELINE

PHASE	DELIVERABLES	DATE
Preliminary Mapping	Employees preliminarily mapped to new Career Tracks job family/function/level based on current position description on file.	6/1/19 – 1/27/20
Round 1 Mapping	Departmental review of the preliminary mapping spreadsheets and recommendations for changes. This round focuses on review of current job duties to find best match in new structure.	3/18/20 – 4/30/20
Round 2 Mapping	Departmental review of the mapping spreadsheets with approved Round 1 Changes and recommendations for changes. This round will include assigned grades/salary ranges.	6/16/20 – 7/17/20
Information Sessions #1 Via Zoom	Employees and managers are invited to learn about Career Tracks, the timeline for implementation and available resources.	6/9/20 6/11/20 6/17/20
Information Sessions #2	Employees and managers are invited to hear a high level summary of the results of conversion, the timeline for employee notification and the Reconsideration Process.	TBD 8/31/20 – 9/21/20
Announce Final Mapping	Notification letters will be distributed to Employee's Supervisor for communication to Employee.	9/14/20 – 9/21/20
GO LIVE!	Date new classifications will be effective in payroll Note: Effective date for employees transitioning to a Career Tracks job title with a different pay frequency will be 11/1/20 to allow additional notice.	10/1/20 monthly 10/4/20 biweekly
Reconsideration	Timeframe a supervisor can submit additional documentation in support of a different classification than was mapped. Review is completed in the month following the Reconsideration Period.	9/25/20 – 10/30/20