

## 2025 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 <sup>1</sup>	Submit to Granicus
January 28	December 5, 2024	December 9, 2024	December 11, 2024	December 11, 2024	January 2, 2025
February 25	January 9, 2025	January 13, 2025	January 15, 2025	January 15, 2025	January 30, 2025
March 25	February 6, 2025	February 10, 2025	February 12, 2025	February 12, 2025	February 27, 2025
April 22	March 6	March 10	March 12	March 12	March 27
May 20	April 3	April 7	April 9	April 9	April 24
June	<i>NO SRA – Position changes should be through recommended budget.</i>				
July	<b><i>Board Recess</i></b>				
August 12	July 2	July 6	July 8	July 8	July 17
September 24	<i>NO SRA - September Revisions.</i>				
October 21	September 8	September 12	September 15	September 15	September 25
November 18	October 9	October 13	October 14	October 14	October 15
December 9	October 15	October 17	October 20	October 20	October 30

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