

2024 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 30	December 8, 2023	December 12, 2023	December 15, 2023	December 15, 2023	January 3, 2024
February 27	January 12, 2024	January 15, 2024	January 18, 2024	January 18, 2024	February 1, 2024
March 26	February 8	February 11	February 14	February 14	February 29
April 23	March 7	March 11	March 14	March 14	March 28
May 21	April 5	April 8	April 11	April 11	April 25
June	<i>NO SRA – Position changes should be through recommended budget.</i>				
July	<i>Board Recess</i>				
August 13	July 2	July 5	July 8	July 8	July 18
September 24	<i>NO SRA - September Revisions.</i>				
October 22	September 9	September 13	September 16	September 16	September 26
November 19	October 10	October 14	October 17	October 17	October 24
December 10	October 17	October 21	October 24	October 24	November 4

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