

FY 2009/10 Timeline for Exempt Staff Step Progression Plan Submittal and Approval

April 16, 2009	Start of the time period for employee to submit initial SPP to his/her immediate supervisor
	<i>15 Working days from receipt of SPP for supervisor and administrative supervisor to notify employee of acceptance or rejection of SPP.</i>
October 31, 2009 *	End of time period for submittal of initial SPP for employees hired prior to September 4
April 15, 2010	Deadline for employee submittal of memorandum, etc., and supporting documentation of completion of SPP to supervisor. Within 15 working days of submission, supervisor and the administrator evaluate completed SPP and notify employee of acceptance or rejection of SPP. **
May 6, 2010	Deadline for supervisory approval of SPP for those submitted on April 15, 2010.
May 15, 2010	Administrative Supervisor submits report and supporting documentation for authorized SPPs to Human Resources

*Exempt employees hired after September 4, 2009 have **60 calendar days from date of hire** to submit plan for step advancement.

** **Within 15 working days of written notification** employee may appeal denied SPP or request an exception to the Step Progression Committee.

Step progression plans, criteria and timelines for submittal and completion are available at:
<http://www.pima.edu/employee/classcomp/stepplans/index.shtml>