



**SKILLED TRADES/ FIELD STAFF/ LABORING TITLES REPORT IMPLEMENTATION
TIMELINE**

Part 1 and Part 2 of the Skill Craft, Service and Maintenance reports are effective Pay Period 18, 2023 (August 20, 2023). The report is going to be implemented in multiple parts as dictated below:

Step 1: Pay Period 18, 2023 (August 20, 2023)

The report will be implemented in regards to the reclassifications and market study changes. Incumbents in titles that became part of a series will be placed at the 1 level of that title.

Pay for individuals will only change if the incumbent is currently making less than the minimum recruitment rate of the title they are moving into.

* Few notes: No one will receive a pay decrease. Some incumbents may not see an increase in pay during this step.

Step 2: Pay Period 20, 2023 (September 17, 2023)

Incumbents in titles that became part of a series will be placed in their appropriate title based off of the minimums established by the Department of Employee Relations Staffing team.

Placement in these titles will be based off of the experience and credentials of incumbents.

Incumbents impacted by this step will receive a pay increase and will receive the recruitment rate of the title they are placed into.

Step 3: Pay Period 21, 2023 (October 1, 2023)

All incumbents impacted by the study will receive a matrix placement within the pay range based upon the employee's Benefit Service Date.