

Effective Winter quarter 2025, equities and reclasses will follow the proposed schedule.

The effective date takes into consideration any training needed for the employee so that they will be ready to start the quarter in their new role.

All requests need to have current certifications for the job including CPR and FA along with all required training completed and up to date.

Upon implementation and approval of the requested action, the supervisor will be notified. The supervisor will provide notice to the employee of the implemented action and effective date along with the new job card.

### **Equities and Reclasses Request Schedule and Effective Dates**

Start date is the official start of the quarter.

Effective date is the start of a payroll cycle. For all of these, the effective date precedes the start of the following quarter.

Submission date range is an approximate 2-week window ahead of the effective date. RECHR will accept requests prior to the submission date range per special circumstances (supervisor on vacation during the submission date range).

#### **Winter quarter 2025**

Quarter start date is 01/02/25

Effective date for equity/reclass rate change for start of quarter: 12/22/24

Submission date range: 12/9/24 - 12/18/24

Mid quarter effective date for equity/reclass rate change: 2/2/25

Submission date range: 1/20/25 - 1/29/25

#### **Spring quarter 2025**

Quarter start date is 03/26/25

Effective date for equity/reclass rate change: 3/16/25

Submission date range: 03/03/25 - 3/12/25

Mid quarter effective date for equity/reclass rate change: 4/27/25

Submission date range: 4/14/25 - 4/23/25

#### **Summer quarter 2025**

Quarter start date is 06/14/25

Effective date for equity/reclass rate change: 06/08/25

Submission date range: 05/26/25 - 06/04/25

Mid quarter effective date for equity/reclass rate change: 7/20/25

Submission date range: 7/7/25 - 7/16/25

**Fall quarter 2025**

Quarter start date is 09/22/2025

Effective date for equity/reclass rate change: 09/14/25

Submission date range: 09/01/25 - 09/10/25

Mid quarter effective date for equity/reclass rate change: 10/26/25

Submission date range: 10/13/25 - 10/22/25