



Classification Requests – Service Levels

Additional information regarding the processes outlined below, including the most up to date templates, can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
Recruitment		Service Levels may vary based on complexity of changes/updates to the Position Description Incomplete requests or requests submitted on the incorrect template <u>will be returned</u> and may result in significant delays to the Classification and Compensation review process. **
<ul style="list-style-type: none">• New position• Backfill/Replacement	16 business days	
Temporary Appointment		
<ul style="list-style-type: none">• Emergency Hire	10 business days	
<ul style="list-style-type: none">• Retired Annuitant	10 business days	
<ul style="list-style-type: none">• Special Consultant	10 business days	
<ul style="list-style-type: none">• Casual Worker/Helper Aide	10 business days	
<ul style="list-style-type: none">• Independent Contractor Review	10 business days	
<ul style="list-style-type: none">• Interim MPP Appointment	10 business days	
Existing Employees (Filled positions)		
<ul style="list-style-type: none">• PD Update	16 business days	
<ul style="list-style-type: none">• Reassignment (Temp and Perm)	10 business days	
<ul style="list-style-type: none">• Classification Reviews	30 business days	
<ul style="list-style-type: none">• Working Title Review	10 business days	

**Service Levels are standard goals for the C&C Department, timelines outlined in the Collective Bargaining Agreements supersede.*

***Templates and additional process information can be found on our [website](#).*



SACRAMENTO STATE

Classification & Compensation

Compensation Requests – Service Levels

Additional information and resources can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
Staff Compensation		All requests require justification memos and supporting documentation. Any requests submitted without appropriate documentation may be returned and may result in significant delays to the Classification and Compensation review process**.
<ul style="list-style-type: none">Staff In-Range Progression request <i>(Management and Employee Initiated)</i>	16 business days	
<ul style="list-style-type: none">Staff BonusStipend Requests	16 business days	
MPP Compensation		
<ul style="list-style-type: none">MPP Bonus Request	16 business days	
<ul style="list-style-type: none">MPP Equity Increase Request	20 business days	
Recruitment Related Request		
<ul style="list-style-type: none">Request Above Minimum (RAM) <i>(MPP and Staff)</i>	48 hours	

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***Processes for all compensation related requests can be found via the Electronic Compensation (E-Comp) system- Instructions Tab.*