MEMORANDUM

Date: July 24, 2014

To: Classified Staff; Administrators; Confidential and Supervisory Team Employees

From: John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services
      Aaron Holmes, President, CCE/AFT

RE: Classified Unit Classification Study Update #2 – Orientation Sessions and Class Study Website

Over the last two weeks, the Classification Study Steering Committee and representatives of Reward Strategy Group (RSG), the firm that will conduct the classification study, have met and discussed the initial steps and timeline of the study.Orientation sessions for classified employees will be held in August, and we will send the schedule and details in the next update. All classified employees are encouraged to attend to learn more about the study and meet RSG’s staff. Administrators and CAST employees are also welcome to attend.

We are also pleased to announce that the Steering Committee has developed a webpage for the study to keep the Palomar community informed about the study. The page will be updated frequently with important information, such as:

- General information about the study, including questions and answers
- The study timeline
- Scheduled events

Please visit the webpage at www.palomar.edu/hr/classificationstudy. We will also continue to send updates via email to share news about the study’s progress.

Note to administrators and supervisors: If there are classified employees in your area that do not have access to a District email account, please print or post this memo to ensure they receive this information.