

## District Purchasing Specialists Timeline

<b>2009</b>	
9/25/09	Organizational Effectiveness (OE) completes staffing changes.
9/25/09 - 9/29/09	Organizational Change Management (OCM) will conduct analysis of new organization and determine eligibility for VER and establish potentially impacted lists.
9/29/09 - 10/2/09	OCM - establishes list of VER eligible employees and coordinates VER offer process with Eagan and HRSSC.
10/6/09 - 10/8/09	Begin Employee Notifications: Potentially Impacted Employees, Communications. Triggers salary protection policy. Begin Employee informational sessions for all RIF-impacted employees.
10/7/09	OCM Website Updated: Hot Topics, At-a-Glance, Timeline, FAQs. Link Announcement.
10/7/09	Phase I Vacancy requisitions submitted NLT COB in eCareer system.
10/13/09 - 10/20/09	<b>Vacancy Posting Opens: Phase I</b> Post Purchasing & Supply Management Specialist, EAS-23 and Purchasing Specialist, EAS-20 positions in Eastern (Windsor, CT) and Western (Denver, CO) CMC. Limited Area of Consideration (LAC) all impacted District Finance employees and career EAS Supply Management employees. <ul style="list-style-type: none"> <li>• Use eCareer for profile development and application.</li> </ul>
10/20/09	<b>Vacancy Posting Closes: Phase I</b>
10/21/09 - 10/23/09	Processing applications and eligibility through HRSSC.
10/22/09 - 10/26/09	Annuity Estimates and VER offer mailings to VER eligible employees.
10/22/09 - 11/30/09	Window Period for employees to consider VER offer.
10/26/09 - 10/30/09	<b>Selections: Phase I</b> Review and Selection of employees.
11/1/09 - 11/30/09	<b>Placements &amp; Reassignments:</b> <ul style="list-style-type: none"> <li>- Placements of impacted employees.</li> <li>Impacted employees are given 30 days to decide if they want to accept/decline the reassignment.</li> <li>- eCareer profile sent directly to the selecting official.</li> <li>- Issue reassignments to employees accepting reassignments.</li> </ul>
11/25/09	Phase II Vacancy requisitions submitted NLT COB in eCareer system.
11/30/09	Decision to Retire Irrevocable Date (VER)
12/1/09 - 12/8/09	<b>Vacancy Posting Opens: Phase II</b> Post residual vacancies. LAC to all remaining impacted District Purchasing Specialist, EAS-17. <ul style="list-style-type: none"> <li>• Use eCareer for profile development and application.</li> </ul>
12/8/09	<b>Vacancy Posting Closes: Phase II</b>
12/9/09 - 12/11/09	Processing applications and eligibility through HRSSC.
12/8/2009	<b>Issue General RIF Notice</b>
12/14/09	HRSSC completes RTR validation, processes VER retirement applications and provides list of employees accepting the VER to OCM.
12/14/09 - 12/18/09	<b>Selections: Phase II</b> Review and Selection of employees.
12/31/09	VER effective date.
1/6/2010	<b>Issue specific RIF notice</b>
3/12/2010	<b>RIF effective date/implementation completed.</b>