

Communication Plan & Timeline

| Month | Action Item |
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| August (by 08/10) | Excel listing of all current GME Program Coordinators and their supervisor listed in HR system [Supervisor = individual who completes annual review.] |
| August 15-31 | Confirmation of GME Program Coordinator supervisor |
| August 27 th | DIO sends email to leadership |
| August 30 th | DIO sends email to the Program Directors & Chief Department Administrators |
| August 31 st | Global email (all stakeholders) sent from GME-Grad-Med-Ed account |
| September (1 st 2-weeks) | Following global email, email to Program Coordinator's direct supervisor on completion of GME Program Administrator Position Description Form |
| September 20 th | GME/HR Information Sharing Session – All invited |
| October 1st | GME Program Administrator Position Description Form due for ALL individuals currently in the Program Coordinator role |
| October/November | HR Solution Center analysis: <ul style="list-style-type: none"> • Department's recommendation (does recommendation align with Position Description Form listing of responsibilities & what is found in job series description) • Equity review based on final levels |
| November | Final determination sent to Department |
| December (1 st or 2 nd week) | Letter sent to Program Coordinator with determination and if being reclassified, new title and salary |
| January 1, 2019: Effective date of new titles and if applicable salary | |