

SAMPLE IT Employees DIT Timeline 2009

July 16, 2009 & July 17, 2009	DAS and OCSEA conduct joint DIT training
July 20, 2009 - August 3, 2009	Employees complete Part I of the DIT. Employees may complete DITs during their work time, but within reason.
August 4, 2009	Employees give DIT to their immediate supervisor.
August 4, 2009 - August 18, 2009	Supervisors complete Part II of the DIT. Supervisors are not to change the employees' responses.
August 19, 2009	Supervisors return DITs to the employees.
August 19, 2009 - August 26, 2009	Employees prepare rebuttal, if necessary. Otherwise, put "N/A", sign, and return. Employees are not to change the supervisor's responses. Save a copy of the completed document for your files if you wish to retain a copy.
August 27, 2009	Employees return a copy of the DIT to Management designee.
August 28, 2009 - September 14, 2009	The management designee completes the Management designee section of the DIT. The management designee is not to change the comments made by the employees and their supervisors.
September 14, 2009 - September 28, 2009	Management completes allocation spreadsheet.
September 29, 2009	Allocation spreadsheet sent to the Joint Agency Transition committee.
October 6, 2009	Allocation spreadsheet sent to the Transition Oversight committee.
October 12, 2009 - October 16, 2009	Employees receive allocation letter and new position description.