



STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | <http://gfo.nv.gov> | Fax: (775) 684-0260

POLICY DIRECTIVE #D-2016-02

January 15, 2016

To: All Agencies

From: James R. Wells, Director
Governor's Finance Office

A handwritten signature in blue ink, appearing to read "J. Wells", is written over the printed name of the Director.

Subject: Fiscal Year 2016 and 2017 Salary Adjustment Funds

Assembly Bill 489, Section 3 authorized a 1% salary increase in FY 2016 and a 2% increase in FY2017. Sections 4, 5, 6 and 7 appropriated General and Highway Funds to the Board of Examiners (BOE) to meet any deficiencies created between the appropriated money of the respective departments and the amount of money required to pay the salaries of the employees. The amounts available for agencies to request for each budget account are provided in a separate spreadsheet posted on our website.

The authority for salary adjustment funds was not budgeted in individual budget accounts. Therefore, once the Board of Examiners approves a request, a non-IFC work program must be processed to establish the authority before the transfer of cash can be made. Please use the following naming convention for the work program number instead of allowing a default number: [FY SA budget account number]. For example, budget account 1234 would use work program number 16SA1234 in FY16 and 17SA1234 in FY17.

If you have transferred authority from category 01 to another category, you are not eligible for salary adjustment funds. Salary adjustment funds are also not available to cover position reclassifications, overtime, callback, shift differential or accelerated hiring.

If you require salary adjustment funds, please submit your request along with your:

- salary projections which should support the amount being requested;
- projections for the balance of the fiscal year for all categories supported by General Funds and/or Highway Funds; and
- a position fund map.

All allocations from the BOE Salary Adjustment Account must be approved by the Board of Examiners. If you have any questions, please contact your assigned budget analyst.