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**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division**

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ALL AGENCY MEMO – 2017–14

October 20, 2017

To: All Agencies

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

Subject: Fiscal Year 2018 and 2019 Salary Adjustment Funds

Assembly Bill 517, Section 3 authorized a 2% salary increase in Fiscal Year 2018 and an additional 2% increase in Fiscal Year 2019. Senate Bill 368, Section 1 authorized an additional 1% salary increase in both Fiscal Years 2018 and 2019. Combined, the two bills provide a 3% cost of living adjustment to State employees in Fiscal Year 2018 and another 3% in Fiscal Year 2019. Both bills 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 higher 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. (<http://budget.nv.gov/>)

The authority for salary adjustment funds was not budgeted in individual budget accounts. Therefore, once BOE 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 work program number instead of allowing a default number: [FY SA budget account number]. For example, budget account 1234 would use work program number 18SA1234 in Fiscal Year 2018 and 19SA1234 in Fiscal Year 2019.

Transferring budget authority out of category 01 to another category negates eligibility for salary adjustment funds. Salary adjustment funds are also not available to cover other salary cost such as position reclassification, overtime, callback, shift differential, overpayments, terminal leave payouts or accelerated steps.

If salary adjustment funds are required, please submit the request along with:

- Salary projections which 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 BOE and are only available for salaries funded by the General Fund and/or Highway Fund. Salaries funded with a funding type other than General Funds or Highway Fund, such as fees, Court Assessments or grants must cover the 3% salary increase in Fiscal Year 2018 and Fiscal Year 2019 for a total of 6% in Fiscal Year 2019 within their existing budget authority. A work program may be necessary to adjust various categorical authority to cover the increased salaries.

Agencies with grant funded positions should also monitor the grant's administrative cap, if applicable, to ensure the increase in salaries doesn't cause the agency to exceed the administrative cap. Please work with the federal granting office if the administrative cap will be exceeded and take the appropriate steps to ensure the State stays within the cap.

If you have any questions, please contact your assigned Executive Branch Budget Officer.

[http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Contact/Staff%20Agency%20Assignments\(3\).pdf](http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Contact/Staff%20Agency%20Assignments(3).pdf)