



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2009-11

April 2, 2009

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: Budgeted Salary Adjustment Funds

This biennium, we have placed General Fund and Highway Fund salary adjustment authority in the Agency's budgets. There are a few things that you should be aware of:

1. The Authority includes the 2% Cost of Living Adjustment (COLA) received in fiscal year 2008 and the 4% COLA received in fiscal year 2009, along with a two or three grade increase for selected positions.

2. Although you have the Authority in Categories 00 and 01, up to the amount for Object Codes 4601 General Fund Salary Adjustment or 4602 Highway Fund Salary Adjustment, unless approved by the Board of Examiners (BOE) you do not have cash; therefore please take that into consideration as you complete your projections.

3. If you have used any salary savings as part of your agency's required budget reserves, the amount of salary adjustment funds for which your agency is eligible must be prorated by the amount of the reduction to category 01 according to the following formula:

$$\frac{(\text{FY 2009 Leg Approved Cat 01} - \text{FY 2009 Budget Reserves Cat 01})}{\text{FY 2009 Leg Approved Cat 01}} \times \text{Leg Appr 4601 or 4602}$$

If your agency used new positions approved by the 2007 Legislature as part of the budget reserves, please contact your budget analyst. New positions were not included in the salary adjustment funds calculations (the salary increases were already included with the new positions)

and therefore the FY 2009 Budget Reserves Cat 01 figure may need to be reduced to ensure the agency is able to receive all salary adjustment funds for which they are eligible.

4. If you require salary adjustment funds, please submit your request along with your salary projections, which should support the amount being requested. Please also include a position fund map. As aforementioned, any salary adjustment requests must be approved by BOE. We are encouraging agencies to submit their requests in time for the May 12th BOE. The agency deadline for the May 12th BOE is April 10th; however, you should submit your projections as soon as they are completed to allow this office ample time for review.

If you are projecting no salary adjustment needs, please submit a work program to deaugment GL 4601 or 4602 and category 01.

5. Deaugment work programs need to be processed prior to moving authority from Category 01 to any other category for those budget accounts that are budgeted for salary adjustment.

If you have any questions, please contact your Budget Division Analyst.



Andrew K. Clinger, Director