



**DEPARTMENT OF ADMINISTRATION**

**209 E. Musser Street, Room 200**

**Carson City, Nevada 89701-4298**

**(775) 684-0222**

**Fax (775) 684-0260**

**<http://www.budget.state.nv.us/>**

**ALL AGENCY MEMORANDUM #2010-22**

May 18, 2010

**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** Salary Adjustment Funds

Senate Bill 433 allocated General Fund and Highway Fund appropriations to the Board of Examiners Salary Adjustment Account to meet any deficiencies created by the gap between the temporary 6% salary reduction proposed by the Governor and the Legislatively approved one-day per month furlough (an approximate 4.6% decrease in salary). The capped amounts each applicable agency can apply are provided in a separate spreadsheet posted on our website.

Unlike previous fiscal years, 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 WP number instead of allowing a default number: *FY SA budget account number*. For instance, Department of Taxation, which is budget account 2361, would use work program number 10SA2361.

**If you have used any salary savings as part of your agency's required budget reserves, including eliminating positions, leaving positions vacant or delaying hiring, 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:**

$$\frac{(\text{FY 2010 Leg Approved Cat 01} - \text{FY 2010 Budget Reserves Cat 01})}{\text{FY 2010 Leg Approved Cat 01}} \times \text{capped amount}$$

Please work closely with your assigned budget analyst to determine a pro-rated amount.

2

If you have transferred authority from category 01 to another category, you are not eligible for salary adjustment funds (there are some exceptions to this rule for Health and Human Services agencies that have transferred authority from category 01 for contract staffing needs).

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. All allocations from the BOE Salary Adjustment Account must be approved by the Board of Examiners (BOE). We are encouraging agencies to submit their requests in time for the July 13th BOE meeting. The agency deadline for this meeting is June 10, 2010.

Attached is a salary projection worksheet to assist agencies with their salary projections.

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

  
\_\_\_\_\_  
Andrew K. Clinger

[BOE Salary Adjustment Account](#)

[Salary Adjustment Template](#)