



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM #2010-43

October 19, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director
Department of Administration

SUBJECT: Proposed Position Elimination Summary

To assist in reviewing and evaluating proposed position eliminations included in the Agency Request budget reductions, please complete the attached Position Elimination Summary Form. The form requests information relating to potential layoffs, possible PERS buyouts and terminal leave costs (only related to positions being eliminated that will result in a layoff). Please contact Mark Anastas (702-486-2902) or Dana Carvin (775-684-0133) at the Department of Personnel for questions related to the layoff process if it appears these will be necessary under the budget reduction proposals. Please contact the Public Employees Retirement System at 775-687-4200 or 702-486-3900 for questions regarding possible PERS buyouts. The information collected on the Position Elimination Summary forms will be kept confidential until a final plan has been approved by the Governor and the Legislature. Upon approval of a final plan, only information related to the positions approved for elimination will be released. **The Position Elimination Summary form is due to the Budget Division by the close of business on November 5, 2010.**

At this time no decision has been made as to which budget reduction proposals will be implemented, however this information will be considered in the decision making process for closing the projected deficit.

Should you have any questions regarding how to enter or present specific information, please contact your assigned analyst in the Budget Division.


Andrew K. Clinger, Director