

Steve Sisolak
Governor



Amy Stephenson
Director

Vacant
Deputy Director

Melanie Young
Administrator


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

209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | www.budget.nv.gov | Fax: (775) 684-0260

ALL AGENCY MEMO – 2022 - 07

August 12, 2022

To: All Agencies

From: Amy Stephenson, Director
Governor's Finance Office 

Subject: Fiscal Year 2023 Salary Adjustment Funds

Assembly Bill 493, Sections 3 through 7 authorized various salary increases in fiscal year 2023. This bill 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 increased salaries of the employees. The amounts available for agencies to request for each budget account are provided in a separate document 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 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 23SA1234 in fiscal year 2023.

Transferring budget authority out of the Personnel category (01) to another category negates the eligibility for salary adjustment funds. Salary adjustment funds are also not available to cover other salary costs 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 that support the amount being requested;
- Projections for the balance of the fiscal year for all categories supported by General Fund and/or Highway Fund; and
- A position fund map.

All allocations from the BOE Salary Adjustment Accounts 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 Fund or Highway Fund, such as fees, court assessments, or grants must cover the various salary increase 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 agency stays within the cap.

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

http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Contact/Budget_Analyst_Assignments.pdf