

Brian Sandoval
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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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POLICY DIRECTIVE #D-2012-08

May 15, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

A handwritten signature in blue ink, appearing to read "Jeff Mohlenkamp".

SUBJECT: Budgeted Salary Adjustment Funds

Senate Bill 505, Sections 7 and 8, 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 5% salary reduction proposed by the Governor and the legislatively approved 2.5% salary reductions and 48 hours of furlough per year. The capped amounts each applicable agency can apply are provided in a separate spreadsheet posted on our website.

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 12SA2361.

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 the transfer of 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).

[BOE Salary Adjustment - General Funds](#)
[BOE Salary Adjustment - Highway Funds](#)