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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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POLICY DIRECTIVE #D-2014-05

March 28, 2014

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

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

SUBJECT: Fiscal Year 2014 and 2015 Salary Adjustment Funds

Assembly Bill 511, Sections 6, 7, and 8, 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 salaries of the employees. The capped amounts each budget account may request 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 work program number instead of allowing a default number: *FY SA budget account number*. For example, budget account 1234, would use work program number 14SA1234 in FY14 and 15SA1234 in FY15.

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). Salary adjustment funds are also not available to cover position reclassifications, overtime, etc.

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.