



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #24/07

June 18, 2007

TO: Directors
Administrators
Personnel Liaisons
Personnel Representatives

FROM: Todd C. Rich, Director
Department of Personnel *T.C.R.*

SUBJECT: Process to Implement 2007 Legislative Salary Changes

The 2007 Legislature, in SB 575, approved several salary changes, which are outlined below. Also included are special processing instructions and deadline dates. Please follow these instructions to ensure accurate pay for the employees affected by these changes.

CLASSIFIED EMPLOYEES

Classified employees are granted a 2% cost-of-living adjustment on July 1, 2007, and another 4% cost-of-living adjustment on July 1, 2008.

Special Processing Instructions: The increase will automatically be implemented in the ADVANTAGE-HR system, and there will be no need to submit individual Employment Status Maintenance Transaction (ESMT -A) documents with the exception of select employees on retained rate.

- Employees on retained rate with an "N", "R", or "U" employment status, are not eligible for a pay increase and therefore, an ESMT-A is not needed.

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- Employees on a retained rate less than two years as of July 1, 2007 that have an employment status of “M” are eligible for the 2% increase which will be automatically generated by the system, an ESMT-A is not needed.
- To avoid an overpayment, any employees currently with an employment status of “M” that have been on a retained rate for two years or more as of June 30, 2007, will require the processing of an ESMT-A updating their employment status to a “U” code using Personnel Action/Reason Code STCHG. The ESMT-A effective date must reflect the two-year expiration date and the employee’s current salary information. Do not include the 2% COLA in the hourly rate.
- Employee signatures **are** required on ESMT-A documents being submitted for any pay changes.

Note: You may obtain a list of employees currently on retained rate through the Human Resources Data Warehouse (HRDW). Select Employee Rosters/Action History, and select the appropriate agency. Under View options, select Empl and a spreadsheet will be displayed which contains the Employment Status for all agency employees. The retained rate employees will have the Employment Status codes as noted above. If you need assistance obtaining this report, please contact the IFS-HR Help Desk at (775) 687-9099.

UNCLASSIFIED EMPLOYEES

Unclassified employees are granted a 2% cost-of-living adjustment on July 1, 2007 and another 4% cost-of-living adjustment on July 1, 2008.

Special Processing Instructions: The 2% salary increases will be systematically generated. However, an appointing authority has the option to set the salary for an unclassified employee **at or below** the authorized maximum salary noted in SB 575. If you wish to set the salary at a rate different than the 2% increase over the current salary, an ESMT-A must be submitted. The ESMT-A must have the effective date of July 1, 2007, along with a notation under the “Remarks” section indicating this action reflects an adjustment to the cost-of-living increase and requires the employee’s signature. Please do not enter these documents into ADVANTAGE-HR.

UNCLASSIFIED EMPLOYEES (Lieutenant Governor’s Office and Gaming Control Board)

Unclassified employees (Lieutenant Governor’s Office and Gaming Control Board) **are granted a 4.9% increase** along with a 2% cost-of-living adjustment on July 1, 2007, and another 4% cost-of-living adjustment on July 1, 2008.

Special Processing Instructions: Both the 4.9% and the 2% salary increases will be systematically generated for these employees. However, an appointing authority has the option to set the salary for an unclassified employee **at or below** the authorized maximum salary. If

you wish to set the salary at a rate lower than the 6.9% (4.9% + 2%) increase over the current salary, an ESMT-A must be submitted. The ESMT-A must have the effective date of July 1, 2007, along with a notation under the "Remarks" section indicating this action reflects an adjustment to the cost-of-living increase and requires the employee's signature. Please do not enter these documents into ADVANTAGE-HR.

CLASSIFIED TO UNCLASSIFIED OPTION

SB 575 approved multiple agency requests for positions currently in the classified service to be reallocated to the unclassified service. Department of Personnel, Technical Services staff will notify those agencies with positions that are affected and provide an election form for the employee's signature.

NON-CLASSIFIED EMPLOYEES

Non-Classified employees are granted a 2% cost of living adjustment on July 1, 2007, and another 4% cost-of-living adjustment on July 1, 2008.

Special Processing Instructions: The 2% salary increase will be systematically generated for all non-classified employees. However, the appointing authority sets the salary for non-classified employees. If you wish to set the salary at a rate different than the 2% increase over the current salary, an ESMT-A must be submitted. The ESMT -A must have the effective date of July 1, 2007, along with a notation under the "Remarks" section indicating this action reflects an adjustment to the cost-of-living increase and requires the employee's signature. Please do not enter these documents into ADVANTAGE-HR.

TWO AND THREE GRADE INCREASES

Two and three grade increases have been granted to all positions within certain Title Codes and in some instances only nursing positions within a Title Code (see Attachment) were granted the increase. The nursing positions receiving this grade increase have been assigned New Title Codes, which are marked with a ** on the Attachment. These nursing positions all reside in the Department of Health and Human Services. Further correspondence will be sent to them with details regarding these changes.

Special Processing Instructions: The **two-grade** increase will be generated systematically for all eligible employees. Agencies are NOT required to process any paperwork to apply this change. The **three-grade** increase will NOT be generated systematically. Agencies are required to process an ESMT-A adjusting the employees step in accordance with NAC 284.170 subsection 2.(a). For positions listed on Attachment #2 an ESMT-A will be required to move the employees to the new Title Code.

OCCUPATIONAL STUDY CHANGES

The Department of Personnel has distributed a memorandum to the affected agencies that provides specific direction for implementing the studies.

RETIREMENT RATE CHANGE

The retirement rate changes are outlined in PERD #23/07. These rate changes will be made systematically with the exception of non-table driven employees contributing to the Employer Paid Contribution plan. This rate change will be reflected on the first paycheck in August 2007. Correspondence will be forthcoming which will contain detailed processing instructions.

CREATION OF NEW OCCUPATIONAL GROUP

AB445 creates a new occupational group for positions that require certification by the Peace Officers' Standards and Training Commission effective October 1, 2007. New title codes beginning with 13.xxx will be created for classes within this group. Instructions will be distributed in the near future.

TURN-AROUND DOCUMENTS

Turn-around documents noting the 2% increase will be generated after the cycle on July 6, 2007, **only** for employees who are unclassified, classified medical, non-classified or on a retained rate. Once your agency has received the turn-around documents, they are to be reviewed by your agency personnel liaison for any adjustments that would need to be made and submitted by the PP02 Central Records deadline. Please be sure to carefully review the hourly rate for those employees who are paid the maximum salary. There could be a slight difference between the compensation schedule and the amount calculated by the system. Failure to complete this timely could result in an under/overpayment.

Turn-around documents noting the 2% increase will not be generated for employees who are classified table driven paid employees.

DEADLINE DATES

ESMT documents with the effective date of June 30, 2007 or earlier must be entered into ADVANTAGE-HR and submitted to Central Records no later than **Noon on June 27, 2007**.

If the Special Processing Instructions noted above require the submittal of an ESMT-A using an effective date of July 1, 2007, the documents must also be received in Central Records no later than **Noon on June 27, 2007**, to be processed for the July 13, 2007 paycheck. **Please do NOT enter the documents with a July 1, 2007 effective date into ADVANTAGE -HR.** Due to special processing times these will have to be entered by Central Records staff.

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Failure to adhere to the above dates and times could potentially result in under/over payment to the employee and also result in added back-up ESMT documents and payroll documents.

MONITORING SUSE (EMPLOYEE TRANSACTION LISTING)

To ensure that the pay adjustments are calculated correctly, any transactions with an effective date of July 2, 2007, or later cannot be keyed into the system until July 9, 2007.

All transactions in SUSE must be processed or deleted **by Noon** on June 29, 2007. If there are transactions in SUSE after this time, Central Records will delete any remaining transactions. We appreciate your assistance in monitoring the SUSE file to ensure all of your transactions are processed.

Should you have any questions regarding the implementation of the pay adjustments addressed above, please contact your designated personnel representative in Central Records.

TR:mk

**2007 LEGISLATIVE ADJUSTMENTS
ATTACHMENT**

TITLE CODE	CLASS TITLE	CURRENT GRADE	NEW GRADE
6.753	CHIEF BUILDING INSPECTOR	39	41
6.755	BLDG CONSTRUCTION INSP 4	37	39
6.754	BLDG CONSTRUCTION INSP 3	35	37
6.756	BLDG CONSTRUCTION INSP 2	33	35
6.759	BLDG CONSTRUCTION INSP 1	31	33
9.303	EQUIPMENT SUPERINTENDENT	43	45
9.309	EQUIPMENT OPERATIONS MANAGER	39	41
9.311	HWY EQUIPMENT MECHANIC SPEC	35	37
9.312	HWY EQUIPMENT MECHANIC SPVR 2	37	39
9.315	HWY EQUIPMENT MECHANIC SPVR 1	35	37
9.317	HWY EQUIPMENT MECHANIC 3	33	35
9.318	HWY EQUIPMENT MECHANIC 2	32	34
9.321	HWY EQUIPMENT MECHANIC 1	31	33
9.495	WASTEWATER TREATMENT OPERATOR 3	31	33
9.496	WASTEWATER TREATMENT OPERATOR 2	30	32
9.497	WASTEWATER TREATMENT OPERATOR 1	29	31
9.475	WATER SYSTEM MANAGER	34	36
9.498	WATER SYSTEM OPERATOR 2	31	33
9.478	WATER SYSTEM OPERATOR 1	29	31
9.499	WATER SYSTEM WORKER	27	29
10.124	PSYCHOLOGIST 4	42	44
10.126	PSYCHOLOGIST 3	41	43
10.132	PSYCHOLOGIST 2	37	39
10.143	PSYCHOLOGIST 1	35	37
10.168	LICENSED PSYCHOLOGIST 2	43	45
10.170	LICENSED PSYCHOLOGIST 1	42	44
10.171	PSYCHOLOGICAL ASSISTANT	39	41
10.151	CLINICAL SOCIAL WORKER 3	37	39
10.144	CLINICAL SOCIAL WORKER 2	35	37
10.150	CLINICAL SOCIAL WORKER 1	33	35
10.135	MENTAL HEALTH COUNSELOR 5	41	43
10.137	MENTAL HEALTH COUNSELOR 4	39	41

**2007 LEGISLATIVE ADJUSTMENTS
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TITLE CODE	CLASS TITLE	CURRENT GRADE	NEW GRADE
10.138	MENTAL HEALTH COUNSELOR 3	37	39
10.139	MENTAL HEALTH COUNSELOR 2	35	37
10.141	MENTAL HEALTH COUNSELOR 1	33	35
10.153	PSYCHOLOGICAL DEVEL COUNSLR 2	35	37
10.152	PSYCHOLOGICAL DEVEL COUNSLR 1	33	35
10.229	MID-LEVEL MEDICAL PRACTITIONER	41	43
10.310	CHIEF OF NURSING SERVICES	45	47
10.300	DIRECTOR, NURSING SERVICES 2	43	45
10.301	DIRECTOR, NURSING SERVICES 1	42	44
10.306	PSYCHIATRIC NURSE 4	41	43
10.305	PSYCHIATRIC NURSE 3	39	41
10.307	PSYCHIATRIC NURSE 2	37	39
10.309	PSYCHIATRIC NURSE 1	35	37
10.316	CORRECTIONAL NURSE 3	39	41
10.318	CORRECTIONAL NURSE 2	37	39
10.319	CORRECTIONAL NURSE 1	35	37
10.352	REGISTERED NURSE 5	39	41
10.354	REGISTERED NURSE 4	37	39
10.355	REGISTERED NURSE 3	36	38
10.359	REGISTERED NURSE 2	35	37
10.358	NURSE 1	33	35
10.364	LICENSED PRACTICAL NURSE 3	31	33
10.360	LICENSED PRACTICAL NURSE 2	29	31
10.365	LICENSED PRACTICAL NURSE 1	27	29
10.363	LICENSED PRACTICAL NURSE TRAINEE	25	27
10.373	COMMUNITY HEALTH NURSING MGR	43	45
10.375	COMMUNITY HEALTH NURSE 4	41	43
10.376	COMMUNITY HEALTH NURSE 3	39	41
10.377	COMMUNITY HEALTH NURSE 2	37	39
10.378	COMMUNITY HEALTH NURSE 1	35	37
10.553	HEALTH FACILITIES SURVEYOR 1 - NURSE**	32	34
10.552	HEALTH FACILITIES SURVEYOR 2 - NURSE**	35	37

**2007 LEGISLATIVE ADJUSTMENTS
ATTACHMENT**

TITLE CODE	CLASS TITLE	CURRENT GRADE	NEW GRADE
10.551	HEALTH FACILITIES SURVEYOR 3 - NURSE**	36	38
10.550	HEALTH FACILITIES SURVEYOR 4 - NURSE**	38	40
12.332	HEALTH CARE COORDINATOR IV - NURSE**	36	38
12.333	HEALTH CARE COORDINATOR III - NURSE**	35	37
12.334	HEALTH CARE COORDINATOR II - NURSE**	34	36
12.335	HEALTH CARE COORDINATOR I - NURSE**	32	34
1.121	AGRICULTURE ENFORCEMENT OFFICER 3*	34	37
1.125	AGRICULTURE ENFORCEMENT OFFICER 2*	32	35
1.127	AGRICULTURE ENFORCEMENT OFFICER 1*	30	33
11.230	AIRPORT CONTROL OFFICER 3*	31	34
11.231	AIRPORT CONTROL OFFICER 2*	29	32
11.232	AIRPORT CONTROL OFFICER 1*	27	30
11.290	CHIEF INVEST COMPLI/ENFORCE*	40	43
11.293	SUPVY COMPLI/ENFORCE INVEST*	38	41
11.294	COMPLIANCE/ENFORCMNT INVEST 3*	37	40
11.295	COMPLIANCE/ENFORCMNT INVEST 2*	36	39
11.296	COMPLIANCE/ENFORCMNT INVEST 1*	34	37
12.621	CHIEF, YOUTH PAROLE BUREAU	43	45
12.622	UNIT MGR, YOUTH PAROLE BUREAU	40	42
12.624	SR YOUTH PAROLE COUNSELOR	38	40
12.623	YOUTH PAROLE COUNSELOR 2	37	39
12.626	YOUTH PAROLE COUNSELOR 1	33	35

* Indicates 3-grade increase

** Indicates class code and title has changed