




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

MEMO PERD #38-09
June 29, 2009

TO: Department Directors
Division Administrators
Designees for Compensation Schedule Distribution
Agency Personnel Liaisons
Agency Personnel Representatives
Agency Payroll Clerks

FROM: Teresa Thienhaus, Director 
Department of Personnel

SUBJECT: NEW CLASSIFIED AND UNCLASSIFIED COMPENSATION
SCHEDULES AND FISCAL YEAR END INSTRUCTIONS

The 2009 Legislature, in SB433, did not grant state employees a cost of living adjustment for fiscal year 2010 and 2011, however; new compensation schedules have been generated reflecting the retirement contribution rate changes effective July 2009 for all classified, unclassified, medical, and non-classified state employees. If your agency did not receive the January 28, 2009 memo, you may obtain the memo from the PERS website at <http://www.nvpers.org>. Click on "What's New" and then select Employer Notices.

For your convenience, please find attached to this e-mail the updated compensation schedules. Two schedules are for unclassified employees; one set is effective July 2009 and the second set effective July 13, 2009 for employees paid by Central Payroll and on July 20, 2009 for those employees still on the Department of Transportation Payroll. The third set is for the classified employees, effective July 13, 2009 for Central Payroll and July 20, 2009 for Department of Transportation. Additionally copies of these compensation schedules can be found on the Department of Personnel's website <http://dop.nv.gov/compschedules.htm>.

As a reminder, these changes are for those regular members who contribute under the employer pay contribution plan, the employee/employer pay police-fire contribution plan, the employer pay police-fire contribution plan and for those regular members who contribute towards the employee/employer pay contribution plan.

Salaries for non-table driven employees will be systematically updated to reflect the retirement rate contribution change. **Any transaction with an effective date of July 13, 2009 or later can not be entered until noon on Monday July 20, 2009.** Agencies are required to have all transactions (ESMT, AGYD, EMPD, ATTR, ADDR, EMER, USR1) processed and approved in the system before noon on Friday July 17, 2009. If there are any pending approval, not processed or rejected transactions remaining on suspense (SUSE) after this time, Central Records will be deleting the transactions and it will be the agency's responsibility to re-key the transactions on Monday July 20, 2009.

ESMT-A turnarounds reflecting the new hourly rate will be available for pick up at Central Records after noon on Monday, August 3, 2009. It is the agency's responsibility to review the ESMT-A turnaround to be sure the hourly amount is correct on those that are non-table driven. If there are any discrepancies, the agency needs to submit a correcting ESMT-A using the personnel action code of SLCH with the effective date of July 13, 2009 for Central Payroll employees or July 20, 2009, for NDOT employees. Please indicate in the remarks section of the ESMT-A "*correcting salary due to retirement contribution rate change*" and indicate the correct hourly rate in the Pay Parameter. All corrections need to be submitted to Central Records by the pay period 04 deadline of August 11, 2009.

Agency/Home Organization Consolidations

Due to minimal system set-ups that need to occur for fiscal year 2010 during Pay Period 02, there will be no adjustment to the Records Deadline Schedule.

The Department of Personnel, Central Records will work with those agencies (on an individual basis) that have been affected by any consolidations of agencies and home organizations.

SB421 suspends the semiannual payment of longevity pay and merit pay increases for state employees

Longevity pay – Per SB403 of the 2009 Legislature, agencies must pay longevity to those employees who were eligible for longevity payments for the period of January 1, 2009, through June 30, 2009. Longevity will be paid to employees for this time period in July 2009. Per SB421 the longevity period of July 1, 2009 through June 30, 2011 has been suspended and will not be paid.

Merit Salary Increases (MSI) – Effective July 1, 2009 through June 30, 2011 state employees, if eligible, will not be receiving MSI's. The Department of Personnel has suspended the HMBSTEP program, which advances an employee's step when their annual merit salary is due. Each year, if the employee is eligible, the employee's pay progression date will advance one year so when the Legislature authorizes the reinstatement of MSI's the employee's will be paid correctly.

SB433 Furlough days required

Per SB433 employees will be required to take one unpaid day off per month. Please refer to PERD #27-09 and the Department of Personnel's website at: <http://dop.nv.gov/Furlough.html>

A new code has been implemented for employees to use when reporting on their NEATS timesheet. Employees will code their timesheets with UFRLO when using furlough leave. The NEATS timesheet will accept this new code beginning July 1. Agencies using the NEATS Leave/Overtime pre-approvals will be able to use the code for pre-approved leave beginning on July 1 for leave scheduled on or after July 2. If an employee plans to use unpaid furlough leave on July 1, they will need to enter the leave on the timesheet and follow agency procedures for manual approval.

There are three primary reports that have been created to track furlough information. The first is for employees to be able to see how many furlough hours they have taken, the second is for the agencies to track the employee use of furlough time, and the third is for reporting budget savings accrued through the furlough.

The leave will be shown as soon as it is reported and accepted on a timesheet. The detailed furlough information will not be available until later August. For employees, the hours used will be shown on the NEATS homepage beginning August 21 in the Leave Category box that also shows annual and sick leave balances. A detailed list of furlough used will also be available as a page under Personal Tasks on the left side of the NEATS homepage under the "Furlough Used Detail" button. This is where employees will be able to see the detail of their furlough used. This view will include the date furlough was used, the number of hours used, and the total used for the organization and agency the hours were reported from. If the employee has not reported any furlough leave there will be a message "No furlough time recorded."

Occupational Group Studies

During the past biennium, staff in the Compensation and Classification Division completed four occupational group studies, all of which were scheduled for implementation on July 1, 2009. Per regulation, occupational group studies become effective when the funding is provided by the Legislature in the biennial operating budget for the State. The Legislature recently concluded its 2009 session, and funding for implementation of the studies was not provided. As a result, the occupational group studies will not be implemented and positions in the study will remain classified as they are now. Refer to PERD #32/09.

If you have questions regarding the changes to the compensation schedules, please contact Paula Scheufler, Personnel Analyst, at 775-684-0130. Questions regarding Agency/Home Organization Consolidations should be directed to your agency's Personnel Representative or Cynthia Willden, Manager, Central Records, at 775-687-9088.

Attachments