



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0124

MEMORANDUM
HR#30-14

April 10, 2014

TO: Department Directors
Agency Administrators
Personnel Liaisons
Personnel Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: Employee Pay Progression Dates

Pursuant to AB511 of the 2013 Legislative Session, merit pay increases (MSI's) will be restored effective July 1, 2014.

The following regulations address and define the terms "Merit Pay Increase" and "Pay Progression Date":

NAC 284.075 "Pay progression date" defined. (NRS 284.065) Except as otherwise provided in this chapter, "pay progression date" means the date on which an employee completes 1 year of employment equivalent to full-time service following the appointment to his or her current grade.

(Added to NAC by Dep't of Personnel by R043-99, eff. 9-27-99)

NAC 284.194 Merit pay increase: Granting or withholding; delay because of administrative or clerical error. (NRS 284.065, 284.155, 284.175, 284.335)

1. An employee whose last rating of performance was standard or better and who has not attained the top step of his or her grade must receive a merit pay increase of one step on his or her pay progression date. Unless the employee receives a subsequent rating of performance that is substandard, an employee will receive a merit pay increase of one step

for each additional year of employment equivalent to full-time service until he or she reaches the top step of the grade.

2. An employee whose last rating of performance was substandard is not eligible for a merit pay increase until his or her overall performance improves to standard or better. If a subsequent report on performance is not filed with the Administrator within the 90-day period required by subsection 4 of NRS 284.340, the employee's performance will be deemed standard and he or she will be entitled to the merit pay increase effective on the date on which the subsequent report on performance was due. The date on which a report on performance is received by the Administrator or an employee of the Division of Human Resource Management is the date on which the report is filed.

3. If a merit pay increase is withheld as provided in subsection 2 because a rating of performance was substandard, the employee's pay progression date must not be affected.

4. If a merit pay increase is delayed solely because of an administrative or clerical error, the increase must be made effective on the date on which the increase was properly due.

[Personnel Div., Rule III part § G, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 10-18-89; 11-16-95; R031-98, 4-17-98; R043-99, 9-27-99; R147-01, 1-22-2002)

Prior to the restoration of MSI's and in order to ensure employees are paid correctly, a review of each employee's pay progression date may be necessary; specifically, employees that may have had a promotion, automatic progression, or demotion from July 2009 through current. Employees paid at the highest step (step 10) should also reflect a pay progression date. Employees that are unclassified, non-classified, part-time, intermittent, seasonal, emergency hires, temporary, retained rate, or board and commission appointments should not reflect a pay progression date.

To assist in your review of pay progression dates, the Employee Rosters/Action History query in the HR Data Warehouse has been updated to include the pay progression date for each employee. **In order to view the pay progression date, the query must be downloaded.**

If a correction is needed to adjust or add a pay progression date, submit an ESMT-A effective for the beginning of the pay period in which the ESMT is being submitted with a Personnel Action Code of "MISC". **All ESMT's must be submitted no later than May 21, 2014 (PP25 deadline).** In the Remarks section note "Correction to Employee Pay Progression Date". Since the pay progression date generates an annual pay increase, **it is mandatory the employee signs the ESMT-A before Central Records can process the document.**

Agencies should refer to resources such as the FAQs [MSI Restoration and Longevity](#), and/or the Human Resource Management's Advantage-HR [Agency Procedure 01.03.01 Merit Salary Increase – Automatic MSI](#) and [Agency Procedure 01.03.02 Manual Merit Salary Increases \(MMSI\)](#) for further instructions to process a Delay Merit Salary Increase (DMSI) for employees receiving an evaluation rating of "Does Not Meet Standards". Employees with a performance rating of "Does Not Meet Standards" in the last ninety days prior to July 1, 2014, are not eligible to receive their MSI and agencies should process a DMSI to ensure that the employee does not receive a merit pay increase. Employees with a performance rating of "Does Not Meet Standards" **prior** to the last ninety days before July 1, 2014, will to be assumed to be "Standard".

If you have any questions or concerns, please contact Central Records at 687-9087.