



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 - AMENDED

HR#30-15

June 22, 2015

TO: Directors
Administrators
Personnel Liaisons
Personnel Representatives

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

RE: Process to Implement 2015 Legislative Salary Changes

The 2015 Legislature, in AB 489, 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 1% cost-of-living adjustment on July 1, 2015, and a 2% cost-of-living adjustment on July 1, 2016. The Personnel Action/Reason Code of COLA/M16 will be placed on the employees' record for the July 1, 2015 increase.

Special Processing Instructions: The increase will automatically be implemented in the ADVANTAGE-HR system, and there will be no need to submit individual Employee 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.

- Employees on a retained rate less than two years as of July 1, 2015 that have an employment status of “M” are eligible for the 1% 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, 2015, 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 1% 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 Employee Status for all agency employees. The retained rate employees will have the Employee Status codes as noted above. If you need assistance obtaining this report, please contact the EITS-HR Help Desk at (775) 687-9099.

UNCLASSIFIED EMPLOYEES

Unclassified employees are granted a 1% cost-of-living adjustment on July 1, 2015 and another 2% cost-of-living adjustment on July 1, 2016.

Special Processing Instructions: The 1% 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 established in AB 489. If you wish to set the salary at a rate different from the 1% increase over the current salary, an ESMT-A must be submitted. The ESMT-A must have an effective date of July 1, 2015, 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.

ELECTED OFFICIALS

Pursuant to various provisions in NRS, the salaries of elected officials must be increased by an amount equal to the cumulative percentage increase in the salaries of the classified employees on the first Monday in January 2016 and January 2017.

CLASSIFIED TO UNCLASSIFIED OPTION

Through the budget process, certain agency requests for positions currently in the classified service to be reallocated to the unclassified service were approved. Agency personnel liaisons and representatives are encouraged to work with their agency budget or fiscal staff to identify these positions. Included with this memorandum are instructions to effect any necessary changes.

NON-CLASSIFIED EMPLOYEES

Non-classified employees are granted a 1% cost of living adjustment on July 1, 2015, and another 2% cost-of-living adjustment on July 1, 2016.

Special Processing Instructions: The 1% 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 from the 1% increase over the current salary, an ESMT-A must be submitted. The ESMT-A must have an effective date of July 1, 2015, 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.

AGENCY /HOME ORGANIZATIONAL CHANGES

The Division of Human Resource Management, Central Records section is aware of several agency and home organizational changes approved during the 2015 Legislature. In order to effect these changes, agencies will need to submit ESMT-A's to Central Records. Use the appropriate Personnel Action and Reason Codes when submitting the transactions.

RETIREMENT RATE CHANGE

PERS has implemented increased contribution rates for regular members contributing under the Employee/Employer and Employer Paid retirement plans. The contribution rates for Police/Fire members under both retirement plans remain unchanged. The implementation of the retirement rate changes for all classified, unclassified, and non-classified employees will be processed systematically. These rate changes will be reflected on the first paycheck in August 2015. Additional information regarding these rate changes can be found on the PERS website at [New Contribution Rates](#).

FURLOUGH

The current furlough leave requirement sunsets on June 30, 2015 and no furloughs are required for the next biennium.

TURN-AROUND DOCUMENTS

Turn-around documents noting the 1% increase will be generated after the cycle on July 10, 2015, **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 PP03 Central Records deadline. 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 1% increase will not be generated for employees who are classified table driven paid employees.

AUTOMATED MERIT SALARY INCREASES (MSI) DURING FY END PROCESSING

Agencies are advised to review all employees due their MSI in Pay Period 02 to ensure their pay records are correct. If discrepancies are found, the agency is required to make the necessary corrections on an ESMT-A. If the correction being made is effective prior to July 1, 2015, the agency will need to submit two ESMT-A's; one for the MSI and one as a back-up document for the July 1, 2015 COLA.

DEADLINE DATES

ESMT-A documents with an effective date of June 30, 2015 or earlier must be submitted to Central Records no later than **Noon on June 25, 2015**. **Do NOT enter documents with a June 30, 2015 or earlier effective date into ADVANTAGE-HR until Monday June 29, 2015**. Entry by agencies **must be completed by noon on Monday, June 29, 2015** in order for Central Records to audit and approve all transactions keyed by close of business on June 30, 2015. Agencies will need to keep a copy of their submissions in order to key into ADVANTAGE-HR.

If the Special Processing Instructions noted above require the submittal of an ESMT-A using an effective date of July 1, 2015, the documents must also be received in Central Records no later than **Noon on June 25, 2015**. **Please do NOT enter the documents with a July 1, 2015 effective date into ADVANTAGE-HR**. Due to special processing times for the cost-of-living adjustment, these documents cannot be keyed into the system until July 2, 2015.

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

MONITORING SUSE (EMPLOYEE TRANSACTION LISTING)

To ensure that the pay adjustments are calculated correctly, all transactions effective June 30, 2015 and earlier will need to be cleared from SUSE by noon on Tuesday June 30, 2015. If there are transactions in SUSE after this time and Central Records does not have the original ESMT's, any remaining transactions will be deleted. The agency will be required to re-process deleted transactions on or after July 2, 2015. An ESMT-A indicating "back-up" for the COLA effective 7/1/15 will also be required. 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.

INSTRUCTIONS

CLASSIFIED POSITIONS REALLOCATED TO UNCLASSIFIED SERVICE

Through the budget process in the recent Legislative session, certain positions in your agency were reallocated from the classified to the unclassified service effective July 1, 2015. Your agency budget or fiscal staff can assist you with identifying these positions. Positions approved for this change have been assigned a new title code that begins with "U".

Current classified employees in these positions may elect to remain in the classified service at the classified rate of pay. If the current employee chooses to move to the unclassified service, the employee cannot revert back to the classified service as long as they occupy the reallocated position. Future vacancies must be filled by the unclassified employee at the rate of pay specified for the position.

A Classified/Unclassified Service Option form (attached) must be completed and forwarded to HR Management/Central Record for either option the employee elects.

Special Processing Instructions – Classified Service Option

- A Classified/Unclassified Service Option form designating the classified election must be sent to Central Records **by June 25, 2015**. An ESMT-A does not need to be submitted and the employee will maintain their current classified title code.

Special Processing Instructions – Unclassified Service Option

- An ESMT-A must be submitted along with the Classified/Unclassified Service Option form by **June 25, 2015**, with the sections completed as follows:
 - A1. Job Assignment - Effective Date - Date employee chooses to move to unclassified service (on or after July 1, 2015), Personnel Action - CHGAP, Reason – 006, Emp. Status - X, Table Driven Pay - NO, Step - delete the current step.
 - A2. Dates - Remove the Probation Start, Probation End, and Pay Progression Start dates.
 - A3. Assignment Attributes - Change the title code to the new "U" title code on the Unclassified Compensation Schedules. Change the Pay Policy to the appropriate unclassified pay policy.

A4. Pay Parameter - Pay Type - PRT, A/P IND = A, Amount - hourly rate,
Effective Date - same as Effective Date used in Job Assignment section (see
above).

NOTE: The employee's signature is required on the ESMT-A form or the words "See Attached" with the Service Option form attached and signed by the employee.

If you have any questions regarding this information, please contact Cynthia Willden at (775) 687-9088.

State of Nevada
Classified/Unclassified Service Option Form

Agency:	Org/Agency #:	Position Control #:
---------	---------------	---------------------

Pursuant to AB489 of the 2015 Legislature, an employee occupying a classified position moved into the unclassified service may exercise the option to remain in the classified service with all rights afforded classified employees or move into the unclassified service.

By entering into this agreement, I understand:

- I may remain in the classified service until I vacate my current position.
- If I elect to remain in the classified service, I will receive pay based on the classified compensation schedule which may be higher or lower than pay in the unclassified service.
- Once I elect to move to the unclassified service, I may not revert back to classified service until I vacate my current position.
- Unclassified employees are “at-will” employees and may be terminated from employment without progressive discipline.
- Unclassified employees that are “exempt” under the Fair Labor Standards Act will not receive overtime pay or compensatory time.

I, _____, EIN: _____ make the
(please print or type name) (Employee ID Number)

following selection regarding my position:

Initial One:

_____ I elect to stay in the classified service. I reserve the right to change to the unclassified service at a later time.

_____ I elect to move to the unclassified service effective _____.
(date)

Employee Signature: _____ Date: _____
(signature)

Acknowledgement by Appointing Authority: _____ Date: _____
(signature)

Original: DHRM Central Records
Copy: Employee
Copy: Agency