



DEPARTMENT OF PERSONNEL
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MEMO PERD#09-10
February 17, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designees for Rules Distribution
Employee Representatives
Interested Parties

FROM: Teresa J. Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

SUBJECT: BUDGET ACTION

Effective immediately, in light of the Emergency Budget Action memo from Governor Jim Gibbons dated February 11, 2010, all Requests to Accelerate Salary pursuant to NAC 284.204 (NPD 4) and Requests for Temporary Adjustment to Salary pursuant to NAC 284.206 (NPD 5) will be denied by Department of Personnel. Those agencies that currently have delegated authority to approve requests for temporary salary adjustments must also deny any such request. The Department of Personnel is currently working on establishing the process for rescinding temporary adjustments and will provide directions in a future memo.

Please note that this directive does not apply to automatic progressions in cases of under fills, etc. as far as the employee progressing to the next pay grade; however the legislatively mandated elimination of merit step increases is still applicable to those employees. It also does not apply to shift differential pursuant to NAC 284.210. In addition, Department of Personnel has identified the following special adjustments that are considered "legislatively mandated" per the Governor's memo and thus not subject to rescission:

Department of Taxation auditors working out-of-state
Department of Corrections rural differential
Department of Public Safety canine duty

There may be others, therefore if your department has legislatively approved adjustments that you believe should not be subject to rescission please provide a list along with documentation supporting your belief to the Department of Personnel by Monday, February 22. Send the information to Peter Long, Division Administrator, Compensation and Classification Division, email: plong@dop.nv.gov.

In addition, if your agency has a request to accelerate salary with special circumstances, please provide a detailed justification to Peter Long for review. After the Director of the Department of Personnel reviews the request it will be forwarded to the Office of the Governor for final approval. This review process applies only if the effective date of the request is prior to March 8, 2010.

Finally, in order to comply with the hiring freeze, the Department of Personnel intends to close all current recruitments on March 1. Any open positions in which an offer has not been made to a candidate before March 1st will be frozen. If an offer has been made and accepted before the March 1st freeze date, you are authorized to fill the position. Questions concerning the hiring freeze should be directed to Mark Anastas, Division Administrator, Recruitment and Retention Division, email: manastas@dop.nv.gov.

It is the Department of Personnel's intent to provide timely and effective customer service. As the State goes through these difficult times, please do not hesitate to contact my staff or me for assistance. Thank you.

TJT:vk