

Joe Lombardo  
Governor



Jack Robb  
Director

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Deputy Director

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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**

June 26, 2023

**TO:** Agency Personnel Liaisons  
LRU Listserv Recipients

**FROM:** Mandee Bowsmith, Administrator  
Division of Human Resource Management

**SUBJECT:** Special Adjustments to Pay Guidance for CBA's  
Effective July 1, 2023, through June 30, 2025

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The State of Nevada has agreed to updated Special Adjustments to Pay, some that vary from NAC 284.204-206, in the collective bargaining agreements (CBAs) that are effective July 1, 2023.

In order to receive any of these Special Adjustments to Pay, Departments/Divisions with employees covered under a CBA must complete an NPD-5, including any required corresponding documentation, and an ESMT and must submit these items to DHRM Central Records. For example, a Department/Division may request that an employee receive a Special Adjustment to Pay for using their bilingual skills. An NPD-5 must be completed requesting the pay and including a memo from the employee's immediate supervisor attesting to the fact that the employee is required to use their bilingual skills to complete required work at least ten percent (10%) of their on-duty time.

Please note: There will be no retroactive consideration for this process. NPD-5's and ESMT's will be processed according to their receipt in DHRM Central Records and the effective date of any adjustment to pay will be effective based upon that receipt date.

Please distribute this information throughout your Departments/Divisions.

If you have questions, please contact the LRU at [laborrelations@admin.nv.gov](mailto:laborrelations@admin.nv.gov), or 775-684-0108.

Thank you.

MB:SD