

## Nevada Department of Agriculture Administrative Manual

### Chapter 11 Personnel - Other Items, Procedure for Special Adjustments to Pay

Effective Date: January 4, 2008

Date of last Revision: \_\_\_\_\_

**Overview:** NAC 284.206 allows the Department of Personnel to approve a special adjustment to the pay of an employee. A request for a special adjustment to pay may be initiated by an employee, the appointing authority or the Department of Personnel. A special adjustment to pay does not constitute a promotion. Special adjustments are requested using a NPD-5 form, available on the Department of Personnel's website, <http://dop.nv.gov/>. Special adjustments to pay are effective for up to 6 months, and may be renewed (with an updated NPD-5 and sufficient justification) upon approval by the Director of the Department of Personnel. For special adjustments to pay requested by the Department, supporting documentation must demonstrate how the adjustment will be funded.

#### **Procedure:**

1. The Personnel Technician 3, position #0034 (PT3) will be notified by the Director, Deputy Director, or an Administrator in writing that a special adjustment to pay is needed. Supporting documentation must be provided to show how the adjustment will be funded, and must accompany the NPD-5.
2. The PT3 will prepare the NPD-5 and submit it to the Director for consideration.
3. If the NPD-5 is approved by the Director, the PT3 will send the NPD-5 and supporting documentation to State Personnel for consideration.
4. If the NPD-5 is approved by State Personnel, the PT3 will prepare an ESMT-A form for the adjustment, and have the employee sign the ESMT-A. If the NPD-5 is not approved, it will be returned to the originator (Director, Deputy Director, or Administrator).
5. The PT3 will input the ESMT-A document into Advantage and notify the Administrative Services Officer 3, position #0004 (ASO3) when it is available for approval.
6. The ASO3 will review the printed ESMT-A and supporting documentation to the online ESMT-A, and if the information matches, approve the document in Advantage. The ASO3 will provide a copy of the ESMT-A to Accounting Assistant 3, position #0008 (AA3) as a reminder to verify the paycheck of the employee. If there are discrepancies in the information, the ASO3 will return the documents to the PT3 for corrections.
7. After the ASO3 approves the document in Advantage, the PT3 will notify the originator, the employee, and the ASO3 when the ESMT-A is sent to State Personnel, and when the ESMT-A will take effect.
8. The PT3 will check in Advantage and note the expiration date of the special pay adjustment and will notify the people identified in step 7 of this date.
9. The AA3 will verify the special adjustment to pay is correctly reflected in the employee's paycheck.
10. The AA3 will calculate the amount of back pay owed to the employee, and submit a Time Adjustment (TJ) form to the ASO3 for review.
11. Twenty (20) working days prior to the expiration date of the special adjustment to pay, the PT3 will contact the originator and determine whether the adjustment needs to be extended.
12. If an extension is necessary, the PT3 will follow steps 2 -10, including supporting documentation, to ensure there is no interruption of the special adjustment to pay.