

Gallion, Joshua C.

From: Anderson, Lori D.
Sent: Monday, July 16, 2012 11:38 AM
Cc: Peterson, Sheila C.; Dolan, Tammy R.; Laschkewitsch, Lori L.; Morrissette, Joe R.; Torgerson, Tad H.
Subject: Budget Instructions

To: All Agency Budget Staff

In response to questions from several agencies, we felt it appropriate to provide guidance on certain issues in order to provide consistency in how agencies structure their budget requests. Those issues are:

1. Salary administration issues relating to compression, equity, and implementation of new pay ranges and classifications as part of the Hay Group recommendations.
2. Compensation adjustments, housing allowances, and other budget impacts related to state staff working in oil impacted areas of the state.

Regarding salary administration, the budget limit for all general fund agencies was adjusted by the cost to maintain salary increases implemented in the 2011-13 biennium to bring staff to new pay range minimums. If you are submitting an optional request for additional funding to implement the new pay ranges and grades resulting from the Hay Group study, follow the following guidance:

- If your budget request will include an optional request for a lump sum to address compression issues resulting from the Hay implementation, please use a change package type AC and number it AC100.
- If your budget request will include an optional request for an additional lump sum to implement the new pay grades and ranges, please use a change package type AC and number it AC200.
- If you are submitting an optional request for other equity increases, please use a change package type AC and number it AC300.

If your budget request will include an optional request for additional operating or salaries related to activity in oil impacted areas, please use a change package type AD and number it AD100. An AD type change package indicates the request is one-time. Although we recognize such impacts may continue, use of a one-time change package allows such adjustments to be tracked separately from your base budget.

If you have already submitted your budget and need to make changes to reflect the guidance provided above, please contact your budget analyst to make arrangements to resubmit the budget request.

Contact your budget analyst with any questions.