

MEMORANDUM

Date:

To: D-22
 Department of Personnel Administration
 Classification and Compensation Division
 Labor Relations Division
 Legal Division

From:

Subject: Certification of Conformance with Approved Program and Organization and/or Availability of Funds.

I hereby certify that the attached:

- 1/
- Classification/Pay Proposal
 Settlement Agreement

[Check applicable statement(s)]

- 1. Is consistent with approved program and organization, with legislative intent and with the Administration's (Governor's) policy, and does not provide for new, expanded, or exploratory programs in this or any subsequent fiscal year.
- 2. Does not require supplemental funding in the current fiscal year, 19___, or the next fiscal year. The estimated current fiscal year cost is \$_____ and the estimated annualized cost is \$_____.
- 3. Cost estimate for the budget year, 19_____, is \$_____, and the cumulative cost in the budget year is \$_____. This total does not exceed one percent of salaries and wages amounts available in the current fiscal year or \$100,000, whichever is less.
- 4. Proposal does not meet the criteria above. If one or more of three certification statements is not checked, approval of the Department of Finance is required and has been noted on the bottom of this page.

By the selection of statement(s) 1-3 above, affected departments/agencies acknowledge that subsequent funding through Budget Change Proposals will not be entertained by the Department of Finance.

Agency Head or Representative

Approved (Required only when number 4 is checked):

 (Signature)
 Program Budget Manager, Department of Finance

(Date)

1/ Establishment or revision of a classification, pay differential, hiring above minimum, temporary authorization to pay cash compensation for overtime, alternate range criteria or allocation of classes to work week groups which authorize cash payment for overtime. Certification of funding for temporary authorization to pay cash compensation for overtime only needs to cover the period of the authorization.