

STATE OF NEVADA  
DEPARTMENT OF PERSONNEL

**REQUEST TO ACCELERATE SALARY**

*(Adjustment of Steps Within Same Pay Grade — NAC 284.204)*

Agency ID No.....Department.....Division.....

Position Control No.....Geographic Location of Position.....

Applicant/Employee Name.....

Class Title.....Class Code.....

Grade.....Proposed Step.....Proposed Effective Date.....

**BASIS OF REQUEST:** *(Items listed below are abbreviated. Read NAC 284.204 for qualifying conditions.)*

- Meet difficult recruitment problem:
  - Recruitment produced less than 5 eligible persons who are available; OR
  - Recruitment deemed historically difficult.
- Hire a person with superior qualifications.
- Maintain an equitable relationship between employees for reasons other than seniority.

**JUSTIFICATION:** *(Be specific. Attach additional sheet(s) if necessary.)*

**APPOINTING AUTHORITY CERTIFICATION:**

*I Certify That I Have:*

- Considered the salary requirements and qualifications of all eligible persons.
- Ensured that the adjustment is financially feasible.
- Ensured that the adjustment will not cause an inequity with other employees.
- Maintained accurate records on this request.

.....  
Signature Date

**FOR COMPLETION BY DEPT. OF PERSONNEL**

- APPROVED  
Effective Date.....
  - DISAPPROVED
- Per NAC 284.204, Subsection.....  
Request No.....  
.....  
Signature Date

**ATTACH COPY OF APPROVED DOCUMENT TO PAYROLL FORM (NPD-35)**