



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 _____

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)