

**BCN HUMAN RESOURCES
NEVADA SYSTEM OF HIGHER EDUCATION**

REQUEST TO ACCELERATE SALARY
(Adjustment of Steps within Same Pay Grade - NAC 284.204)

Campus: _____ Department: _____ Division: _____

Position Control #: _____ Account Number: _____

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 person with superior qualifications.
- Maintain an equitable relationship between employees for reasons other than seniority.

JUSTIFICATION: *(Required for approval. Be specific and attach additional sheet(s) if necessary.)*

<p align="center">APPOINTING AUTHORITY CERTIFICATION:</p> <p><i>I Certify That I Have:</i></p> <ul style="list-style-type: none"> • 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. <p>_____ APPOINTING AUTHORITY SIGNATURE DATE</p> <p align="center">BUDGET APPROVAL: (except 1320-1373 accounts)</p> <p>_____ BUDGET SIGNATURE DATE</p>	<p align="center">FOR COMPLETION BY BCN HUMAN RESOURCES</p> <p><input type="checkbox"/> APPROVED Effective Date _____</p> <p><input type="checkbox"/> DISAPPROVED</p> <p>Per NAC 284.204, Subsection _____</p> <p>Request no. _____</p> <p>_____ HUMAN RESOURCES SIGNATURE DATE</p>
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ATTACH A COPY OF APPROVED DOCUMENT TO PERSONNEL ACTION FORM (R 2-99)

NAC 284.204—ADJUSTMENT OF STEPS WITHIN SAME PAY GRADE

1. The Department of Personnel may approve an adjustment of steps within the same pay grade to:
 - (a) Allow an appointing authority the flexibility to adjust the rate of pay for a position that will be filled by a person from a pool of eligible persons who are applying for the position on an open competitive basis in order to:
 - (1) Meet a difficult recruiting problem in which an effort to recruit a person for a position or class has failed to produce at least five eligible persons who are available to work, or the recruitment for the position or class has been deemed historically difficult. Such an adjustment of steps may be approved by the Department of Personnel for a class period of one year.
 - (2) Employ a person whose education or experience is superior to those of another eligible person and who exceeds the minimum qualifications of the class. Any experience or education which is considered by the appointing authority pursuant to this subparagraph must be given a greater weight for those areas which are directly related to the position than general education and experience.
 - (b) Maintain an equitable relationship in the status of steps among the employees of the appointing authority if a disparity exists. An adjustment will not be granted pursuant to this section if the disparity in steps is:
 - (1) Among employees of different agencies; or
 - (2) A result of:
 - (I) The length of service of employees;
 - (II) An adjustment in pay which was attained in a former class; or
 - (III) An adjustment in pay for an employee who resides in a particular geographical area.
 - (c) Maintain an appropriate differential, as determined by the appointing authority, between the base rate of pay of a supervisor and the base rate of pay of an employee who is in the direct line of authority of the supervisor. An adjustment may be granted pursuant to this paragraph if, before the adjustment, the base rate of pay of the employee is the same or greater than the base rate of pay of the supervisor.
2. Before granting an adjustment of steps pursuant to this section, the appointing authority must submit a request on a form prescribed by the personnel office.
3. If an adjustment of steps pursuant to this section is approved by the Department of Personnel, the effective date of such an adjustment is the date on which the request is received by the personnel office of the agency at which the employee who is receiving the adjustment is employed.
4. An adjustment of steps which is made pursuant to subparagraph (1) of paragraph (a) of subsection 1 may be revoked when:
 - (a) The recruiting problem which caused the adjustment was due to the geographical location of the position; and
 - (b) The employee transfers to an area where a recruiting problem does not exist.

The employee must be placed at the step he would have received if he had not received the adjustment.

**** An accelerated salary request must be made prior to an offer of employment.**