



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT**



ACCELERATED SALARY REQUEST

POSITION INFORMATION

DEPARTMENT:		AGENCY ID # (3 digits):
DIVISION:		BUDGET # (4 digits):
GEOGRAPHIC LOCATION OF POSITION:		
CANDIDATE/EMPLOYEE NAME:		
JOB TITLE:	JOB CODE:	POSITION CONTROL #:
GRADE:	PROPOSED STEP:	PROPOSED EFFECTIVE DATE:

BASIS AND JUSTIFICATION OF REQUEST

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

*Note: This request MUST be **approved** prior to making a job offer at an accelerated rate. The position cannot be filled prior to receipt of approval.*

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 over the current biennium, and will maintain accurate records of this request.

FISCAL REPRESENTATIVE	DATE
DEPARTMENT DIRECTOR OR DESIGNEE	DATE
HUMAN RESOURCES REPRESENTATIVE	DATE

GOVERNOR'S FINANCE OFFICE COMPLETION

I certify that the adjustment is financially feasible through the current biennium.

- APPROVED DISAPPROVED

BUDGET ANALYST	DATE
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Comment:

DIVISION OF HUMAN RESOURCE MANAGEMENT COMPLETION

- APPROVED Effective Date: _____
- DISAPPROVED

DHRM ADMINISTRATOR OR DESIGNEE	DATE
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Comment: