

**AGENCY REQUEST TO EXTEND
INTERNAL ADMINISTRATIVE INVESTIGATION**

An investigation pursuant to NRS 284.385 must be investigated and the employee notified of the determination within 90 days after the employee is provided notice of the allegations on the *Notice of Employee Rights During an Internal Investigation* (NPD-32) form. This form must be used to request such an extension of not more than 60 days from the Administrator.

Subject of Internal Administrative Investigation

Employee Name:

Employee Title:

Employee ID:

Extension Request Information

Date employee served Notice of Employee Rights During an Internal Investigation (NPD-32):

Extension date requested (Please note a request for an extension must be submitted prior to exhaustion of the initial 90-day period):

Please describe the cause for delay in notifying the employee of determination:

Appointing Authority or Designee Information

Agency or Department:

Name:

Title:

Phone Number:

Email:

Please email request to:

Peter Long, Administrator
Division of Human Resource Management
c/o Missy Stanford
m.stanford@admin.nv.gov
Phone (775) 684-0130

cc: Employee or Employee Representative