

**State of Nevada**  
**AGREEMENT TO EXTEND GRIEVANCE FILING PERIODS**  
(Pursuant to NAC 284.678)

This form must be used in order for an employee and an appointing authority (or his or her designated representative) to extend the time limit for filing a grievance or for taking any other action required by either party at any step in the grievance process as specified in NAC 284.678 through 284.697.

By entering into this agreement, the parties agree to the conditions specified in this document and fully intend to act in good faith to resolve this matter. In the event that the parties cannot reach a resolution to this matter within this extended time frame, another extension may be agreed upon on a separate form. If there is not an agreement from both parties for another extension, the grievant will then continue with the prescribed procedures pursuant to NAC 284.678 through 284.697. If a grievance is subsequently filed with the Employee-Management Committee, this form must be attached to the NPD-50.

Employee Name (print)	Title (print)
Department/Division	Agency ID/Home Org
Nature of grievance (optional)	

Pursuant to NAC 284.692, as authorized by the signatures below, the parties hereby agree to extend the:

- Date of the initial filing period
- Filing period for step # \_\_\_\_\_
- Response period for step # \_\_\_\_\_

in order to continue working towards resolution of this matter before proceeding to the next step of the grievance process. We agree to extend this period to \_\_\_\_\_ at 5:00 p.m.  
(Date)

(Although not specifically mandated, the Employee-Management Committee strongly recommends that the parties do not extend the informal discussion process more than 15 working days unless significant progress is being made towards a workable solution.)

**Employees/or Representative:**

Signature	Date
Print Name if different than employee name listed above	Print Title

**Agency Appointing Authority or Designated Representative:**

Signature	Date
Print Name	Print Title