

**STATE OF NEVADA  
DIVISION OF HUMAN RESOURCE MANAGEMENT  
REQUEST FOR TEMPORARY ADJUSTMENT TO SALARY FOR EMPLOYEES COVERED UNDER NPU CBA**

AGENCY: \_\_\_\_\_ HOME ORG: \_\_\_\_\_ DIVISION: \_\_\_\_\_ NEW REQUEST:  EXT:   
 EMPLOYEE NAME: \_\_\_\_\_ UNION: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 POSITION CONTROL NO: \_\_\_\_\_ GEOGRAPHIC LOCATION OF POSITION: \_\_\_\_\_  
 CLASS CODE: \_\_\_\_\_ CLASS TITLE: \_\_\_\_\_ GRADE: \_\_\_\_\_

- BASIS OF REQUEST:** (Read NAC 284.206 and applicable CBA for qualifying conditions. Attach explanation.)
- Employee that possesses an Associate's Degree, a Bachelor's Degree (not for an MQ) or a Master's Degree in lieu of a Bachelor's Degree, payable each July. **(EDUCP)**
    - Date proof was submitted: \_\_\_\_\_
      - Associate's Degree *Collective Bargaining-Special Adjustment*  \$500.00
      - Bachelor's Degree *Collective Bargaining-Special Adjustment*  \$900.00
      - Master's Degree *Collective Bargaining-Special Adjustment*  \$900.00
  - Employee is required to use bilingual skills or sign language for the deaf at least 10 percent of their work time. **(PSACB)**
    - Date duties assumed: \_\_\_\_\_  
*Collective Bargaining-Special Adjustment*  5%
  - Employee conducts a formal training program for employees in an occupational class series. **(PSACT)**
    - Date duties assumed: \_\_\_\_\_
    - Adjustment ends when the training program is completed.
  - Law enforcement officer assigned to motorcycle duty. **(PSACM)**
    - Date duties assumed: \_\_\_\_\_  
*Collective Bargaining-Special Adjustment*  10%
  - Law enforcement officer assigned to K-9 duty. **(PSACR)**
    - Date duties assumed: \_\_\_\_\_  
*Collective Bargaining-Special Adjustment*  10%
  - Law enforcement officer assigned to a Special Assignment. **(PNPU)**
    - Date duties assumed: \_\_\_\_\_
      - FTO  Instructor  Honor Guard  Critical Incident Response Team  Public Information Officer Duty
      - Task Force: \_\_\_\_\_
    - Collective Bargaining-Special Adjustment*  5%
  - Employee is approved to cash out annual leave up to 40 hours per instance. **(UYRAL)**
    - November  amount \_\_\_\_\_
    - May  amount \_\_\_\_\_

**CERTIFICATION**

*I certify the information provided in this document and in any attachments is accurate. I understand that some special adjustments to pay are paid only for the hours during which I perform the specific duties related to the assignment. I agree to have the adjustment removed when it expires per NAC 284.206 (1)(a) or, if approved pursuant to another subsection of the regulation, or under the applicable CBA, when the conditions justifying it cease to exist.*

\_\_\_\_\_  
 Signature of Appointing Authority or Designated Representative      Signature of Employee      Date

\_\_\_\_\_  
 Department/Division Human Resources Staff      Date

Agency Comments:

LRU Comments:

LRU-5

**APPROVED LRU-5'S AND ANY SUPPORTING DOCUMENTS MUST BE ATTACHED**

8/2023

Labor Relations Unit Date Stamp

*FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT, LABOR RELATIONS UNIT (DHRM, LRU)*

- APPROVED - Effective Date \_\_\_\_\_
- DISAPPROVED Per NPU CBA § \_\_\_\_\_

SIGNATURE

DATE

- Agency has requested an appeal.