**Memo**

**To:**

**From:**

**Cc:** Human Resources

**Subj:** Temporary Pay Increase

**Date:**

It is agreed that you will be taking on additional responsibilities for the estimated time period of MM/DD/YY to MM/DD/YY, but not to exceed a period of nine (9) months from the effective date.

You will receive a temporary pay increase in the amount of $(xx) per month. This represents a $(xx) increase and temporarily brings your annual benefit base rate to $(xx).

With documented satisfactory level of performance during this period, and upon completion of the special project or additional duties, your salary will be restored to your original salary before the temporary pay increase, inclusive of any annual increases.

I have reviewed this memo and consent to the actions as outlined.

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1) Employee Signature Date

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2) Dean Signature Date