**Memo**

**To:**

**From:**

**Cc:** Human Resources

**Subj:** Interim Appointment and Temporary Pay Increase

**Date:**

It is agreed that you will take on additional responsibilities as (interim title) 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. [If applicable] During this period we will be reviewing the organizational structure of this area. Should we decide to hire for this position permanently and if you are interested in that position, you would need to specifically apply to that position when posted and follow all normal recruiting practices.

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 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 and title 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