Temporary is defined as six months or less, without renewal. Temporary Pay Increases should be based on the performance of duties with significantly more responsibility than the primary position. Work performed at a higher market rate may continue until the position is filled, eliminated, or six months have passed, whichever is shorter.

If the duties are anticipated to continue beyond six months, the supervisor should work with Human Resources to follow an established process and demonstrate progress towards implementation prior to the end of the six month period.

Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | V Number: |  |
|  |
| Anticipated Start Date: |  | Anticipated End Date: |  |
|  |  |  | (No longer than 6 months) |
| Current Position |
| Title: |  | PCN: |  | Suffix: |  |
| Percentage of time this work will continue during the temporary period: |  |
| Temporary Responsibility Position |
| Title: |  | PCN: |  |  |
| Percentage of time doing these duties during the temporary period: |  |
| Combined percentage of current and temporary responsibilities must equal 100% |
| Will there be any change in the employee’s FTE during the temporary period?  |
| [ ]  No [ ]  Yes If yes, explain: |  |
| Is this a new request or a continuation of an existing temporary increase |
| [ ]  New [ ]  Continuation If yes, list date of previous approval  |  |

Describe specifically which of the duties from higher level position will be performed:

|  |
| --- |
|  |

Describe specifically which of the duties from the current position will temporarily be delegated to another employee or not done at all:

|  |
| --- |
|  |

Other

Please provide a brief explanation for why this employee was selected for the temporary assignment over others:

|  |
| --- |
|  Signature Approval & Routing |
| Step 1: |  |  |  |
| Supervisor Signature |  | Date |
|  |  |  |  |
|  |  |
| Step 2: |  |  |  |
|  | Department Administrator Signature |  | Date |
|  |  |  |  |
| Step 3: | HR sets a Temporary Target Salary Email signed PDF to hr-classcomp@uidaho.edu  |
|  |  |  |  |
|  | Temporary Target Salary: |  |
|  | Provided by: |  | Date: |  |
|  |  |  |  |
| Step 4: | Fill out and submit a Staff Salary Processing Form Supervisor uses the temporary target salary provided by HR to establish temporary rate of pay. This form must be attached to the Staff Salary Processing Form and routed for appropriate approvals. |