****(APPROPRIATE LETTERHEAD)

**MEMORANDUM**

Date

**TO:** (Appropriate Vice President or Provost and Executive Vice President)

**THROUGH:** Damon Slaydon (Upper Band or over Maximum)  
Vice President for Human Resources and Organizational Effectiveness

Brian Payne (Lower Band, Middle Band & Excluded)

Director, Classification and Compensation

**FROM:**

**SUBJECT:** Temporary Salary Increase

**Position ID & Title:**

**Position ID & Title of Vacant Position:**

**Employee Name:**

**Employee UIN:**

**Current Salary:**

**Proposed Salary and Percentage Increase:**

**Proposed Effective Date of Salary Adjustment:**

**Estimated Duration of Assignment:**

{DEPARTMENT} is requesting approval of a Temporary Salary Increase for {EMPLOYEE} in accordance with [*University Rule 31.01.01.M7, Employee Compensation Administration*](https://rules-saps.tamu.edu/PDFs/31.01.01.M7.pdf). The department certifies that the employee is taking on a temporary assignment for a position or role vital to an organization that must be filled temporary basis involving additional workload or responsibility. This may require the employee to be placed in an acting or interim status requiring the employee to assume significant additional responsibilities for an extended period of time.

A request for a Temporary Salary Increase should be supported by strong evidence including how the new duties to be performed are clearly differentiated from the duties normally performed by the employee, the new duties are not to be performed on a permanent basis and the new duties are to be performed for more than thirty (30) days, but typically not more than one year*.*

{PROVIDE JUSTIFICATION}