

**Interim Assignment/Temporary Transfer
Professional Non-Bargaining Unit**

**Cleveland State
University**

Department of Human Resources Development and Labor Relations

The University provides that an employee may be temporarily transferred from one job classification to another job classification as an interim assignment.

As a result of the interim assignment, the employee shall receive his/her regular salary if the salary grade for such other classification is the same or lower than the employee's regular salary grade. If the salary grade for such other classification is higher than the employee's regular salary grade, then the employee shall receive the minimum of the higher salary grade, or shall receive a five percent (5%) increase, whichever is greater. An interim assignment shall not exceed six (6) months without the agreement of the affected employee.

Please provide the following information:

Employee's name CSU ID#

Current - Title: _____ Dept: _____

Interim Assignment - Title: _____ Dept: _____

Reason for Interim Assignment: _____

___ - ___ - ___ Starting date of Interim Assignment

___ - ___ - ___ Ending date of Interim Assignment

___ Check if this is a date extension

(Ending date for an interim assignment must be agreed to by the affected employee if the duration will exceed 6 months.)

Affected Employee Signature

Date

Signature of Supervisor (Date)

Authorizations attached:

___Comp, ___AAO, ___Budget, ___Provost/VP

Signature of Department Head (Date)

Maria Krasniansky, Compensation Director (Date)
Department of Human Resources Development
and Labor Relations

For HR Office use only:

Grade: _____ \$ _____ 1. Employee's grade and regular annual rate (hourly rate for hourly)

Grade: _____ \$ _____ 2. Higher grade and minimum annual rate (hourly rate for hourly)

\$ _____ 3. 5% increase of #1 (1.05 * #1)

\$ _____ 4. Interim rate (Higher of #2 _____, or #3 _____, or other _____)

\$ _____ 5. Total amount Budgeted for Interim Assignment

Pos#/Job Code: _____ AcctCd: _____ % _____ AcctCd: _____ % _____

Data Review - HR: _____ date _____ Data Entry-HR: _____ date _____