HAND DELIVERED or REGULAR MAIL

September 30, 2016

Name
Address
City, State Postal Code

RE: Added Responsibility/Administrative Stipend

Dear Name:

Thank you for agreeing to serve as a Title on a part-time basis for Department/Unit. Your appointment is temporary, effective Beginning Date – End Date. During this time, you will retain your current title and position number. Overtime Ineligible – You are to document leave activity by completing and certifying the Leave Report as described in the Business Policies and Procedures Manual 60.63. OR Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual 60.60. You will assume the duties of New Title at .50 FTE and continue your duties as a Current Title for the remaining .50 FTE. For the period of your reassignment, you will receive an $amount or % administrative stipend for these additional duties and responsibilities.

I appreciate your commitment and dedication to Department. I look forward to working with you.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/appointing-authority](hrs.wsu.edu/appointing-authority/)]

Appointing Authority Name

Title

cc: Appropriate College/Department representative(s)

 HRS Personnel File

 HRS Employment Services Unit