



Human Resource Services

Interim Duty Agreement

The following is an agreement between _____ (Supervisor/Manager) and _____ (Employee Name) _____ (MUID Number) in _____ Department/College/Division), position # _____. The supervisor is requesting that this interim assignment be effective from _____ (Start Date) to _____ (End Date). If the interim duties being assigned are either in part or in whole from another position, please provide the position title and number _____.

By signing below, both the supervisor and the employee acknowledge the following:

- 1) That the employee will be placed into the appropriate interim assignment with a title and/or pay range to be determined by Human Resource Services. (**Details of interim job duties must be attached**).
- 2) That the employee meets the knowledge, and experience requirements for the position. The employee may not hold the interim assignment if she/he does not meet the minimum established requirements.
- 3) That the length of an interim assignment is at the supervisor's/manager's discretion, and is limited to a 12-month maximum consistent with the West Virginia Higher Education Policy Commission, and any applicable law and regulations of the U.S. Department of Labor.
- 4) No interim pay will be instituted or approved for assignments lasting less than four (4) consecutive weeks; however, the employee may still be directed to perform the interim duties without consideration of additional compensation during the first four (4) weeks of the assignment. Interim duties assigned are temporary and not intended to become a regular assignment.
- 5) That any additional salary increase received to perform the interim responsibilities will cease at the conclusion of the interim assignment and the employee's salary will be returned to that of the current position plus any increases in pay that would have been received during the time in an interim assignment.
- 6) That this agreement will not take effect until the form has been completed, submitted and approved by Human Resource Services (HR). Once the agreement is approved, HR will notify the department of approval and effective date. The department will need to process a Personnel Action Request (PAR) through the normal channels once the approval and effective date are received.

- 7) That this agreement shall be in effect until the above supervisor/manager or designee processes a PAR ending this interim assignment.
- 8) That if the employee has a current interim assignment agreement in effect, it can be submitted, approved and signed again as appropriate.

I agree to accept the interim assignment and the general duties as outlined by my supervisor/manager.

Employee's Name (Print)	Employee's Signature	Date
Supervisor/Manager's Name (Print)	Supervisor/Manager's Signature	Date
Vice President's Name (Print)	Vice President's Signature	Date

Only appropriate managers/supervisors may direct, require or ask employees to perform work on an interim or acting basis. An employee who performs duties outside his/her job description without prior supervisory authorization may face disciplinary action.

HR Use only Approve/Deny

**Marshall University
Human Resource Services**

APPROVED:

Approved to work in lower classification/pay grade

No change in salary

Reduction in salary (amount) _____

Approved to work in higher classification/pay grade

No change in salary

Increase in salary (amount) _____

DENIED:

Denied request for interim duty assignment

Approver's Name (Print)	Approver's Signature	Date
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