|  | Temporary Assignment/Stipend template for Stafftaff |
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| This is a template intended for Temporary Assignment/Stipend drafting **only**. All proposed temporary stipends must be entered in the Job Builder system ([**https://universityofcalifornia.marketpayjobs.com**](https://universityofcalifornia.marketpayjobs.com/)) for review and approval by HR Compensation. | |

| Temporary Assignment/Stipend Template | |
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| Begin date of Temp Assignment |  |
| End date of Temp Assignment |  |
| Revised End date of Temp assignment |  |

Briefly describe the basis, or reason, for this temporary assignment.

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Provide a detailed description of the duties and responsibilities to be performed on a temporary basis. Include enough detail for the Compensation Reviewer to be able to identify the appropriate classification and level of the work.

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% of time to be spent on temporary duties: \_\_\_\_

If the duties came from another employee’s job, include that employee’s name and payroll title.

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Are the temporary duties classifiable at a higher level per the CT Job Standards/Series concepts, or are they at the same level but significantly different than what the employee normally performs? Please explain.

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In addition to the temporary duties, will the employee continue to perform all of their regular duties? Please explain.

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If no, what duties will be temporarily suspended or re-assigned? Please explain.

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Additional information to support the need for a temporary stipend.

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