

**TEMPORARY UPGRADE**

Date: \_\_\_/\_\_\_/\_\_\_

Employee name: \_\_\_\_\_

SS# \_\_\_/\_\_\_/\_\_\_

Current job title: \_\_\_\_\_

Current grade level and salary/hourly rate: \$ \_\_\_\_\_

Current department: \_\_\_\_\_

Phone number: \_\_\_\_\_

Proposed job title: \_\_\_\_\_

Minimum salary/hourly rate of proposed position: \$ \_\_\_\_\_

Proposed grade level and salary/hourly rate: \$ \_\_\_\_\_

Employee being temporarily replaced: \_\_\_\_\_

Justification for temporary replacement: \_\_\_\_\_

Minimum requirements for job in accordance with CNM job description: \_\_\_\_\_

Does employee meet minimum requirements: [  ] Yes [  ] No (If no, attach a memo stating justification for recommending this employee to this position. President's approval is required.)

This temporary assignment begins on \_\_\_/\_\_\_/\_\_\_ and shall be in effect up to \_\_\_/\_\_\_/\_\_\_. The assignment may be discontinued at the discretion of the college.

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**APPROVALS:**

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

If the employee does not meet minimum requirements:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date