Boise State University
Temporary Merit Increase Agreement

This agreement authorizes a temporary merit increase action for the following employee:

Employee Name: _____ **Employee ID#** _____ **PCN:** _____

Department: _____ **Title:** _____

Supervisor Name: _____ **Title:** _____ **Phone:** _____

Effective Date of Increase: _____ **End Date of Action:** _____

Action must end no later than: _____

Increase %:_____ **Salary Adjustment: From: $**_____ **p/hr To: $**_____ **p/hr**

1. Temporary merit increase are short-term, non-permanent increases to an employee's base pay to recognize and compensate an employee for short-term work assignments, specific accomplishments, or extraordinary performance over and above expected performance levels
    a. The increase is temporary and the employee's salary will be returned to the previous rate of pay at the completion of the temporary merit increase period.
    b. Employee acknowledges that this action may end at any time but cannot extend beyond six (6) months after effective date of increase.
    c. Temporary merit increases cannot be made retroactively.
    d. If the employee terminates employment while a temporary merit increase is in effect, employee will be paid at the temporary rate through their last day of work. Accumulated leave payoff (unused vacation, comp-time, etc.) and sick leave conversion to insurance at retirement while receiving a temporary merit increase is calculated at the permanent rate prior to temporary merit action.
2. Temporary increases for Professional Staff and Faculty may be given through Supplemental Pay (Boise State Policy #7195).
3. The additional duties/assignments being assumed by this employee include, but are not limited to:
    a.
    b.
    c.
4. These additional duties/assignments are a result of:
    a.
    b.

Signature below indicates all parties have read, understand and agree with terms and conditions of this agreement:

_____ _____
Employee's Signature Date Supervisor's Signature Date

Original: HRS: Employee File
Copy: Department
Employee