



County of Marin
Temporary Special Assignment Pay Request Form
Human Resources Department

TO: Human Resources Department

DATE:

FROM: Department & Contact

1. EMPLOYEE INFORMATION

Employee Name:

Personnel Number:

Class Title:

Class Code:

2. TEMPORARY SPECIAL ASSIGNMENT PAY REQUEST

New Temporary Special Assignment

Extend Current Temporary Special Assignment Pay to the following date:

3. SUPPORTING INFORMATION FOR REQUESTS

What is the reason for this temporary special assignment request?

What are the proposed duties for this temporary special assignment?

Rate of pay: 5.0%

What date will the employee begin performing the temporary special assignment?

What date will the employee return to their regularly assigned duties?

4. SUPPORTING DOCUMENTS ATTACHED

Personnel Action Form

Supplemental Documentation (Please Specify):

5. ADDITIONAL COMMENTS (AS NEEDED)

6. APPROVALS

Requesting Department Approval

Human Resources Approval

7. HUMAN RESOURCES ONLY

Approved Effective Dates: to
Approved Temporary Special Assignment Pay:
Notes:

TEMPORARY SPECIAL ASSIGNMENT PAY REQUEST INSTRUCTIONS

1. Indicate the employee who is to receive temporary special assignment pay, the employee's personnel number, classification title, and the class code.
2. Indicate, by check mark, whether this is a new temporary special assignment pay request or a request to extend a current temporary special assignment pay.
3. Please include the pertinent information related to the justification for the request, including:
 - The reason for the temporary special assignment. For example, organizational restructuring, project requiring special skills, etc.
 - The duties to be performed during the temporary special assignment.
 - Beginning and end date of the temporary special assignment. This time period must not exceed six (6) months.
4. Complete the following supporting documents to include with the request for temporary promotion:
 - Personnel Action Form (PAF) – This form includes the employee's information and the requested action to be input into SAP.
 - Supplemental documentation as required.
5. Provide any additional comments and/or information that Human Resources needs to process this request that is not included in the other provided fields.
6. Approval section should contain the required signatures. Upon receipt of this form and required attachments, Human Resources will review the temporary special assignment pay request.