 **INSERT UNIT/DEPARTMENT LOGO HERE**

**MEMORANDUM**  DATE

|  |  |
| --- | --- |
| TO:  | Cathleen Moore-Linn, RCUOG Executive Director \_\_\_\_ / \_\_\_\_ / 2021 |
| VIA:  | (Dean or Director) \_\_\_\_ / \_\_\_\_ / 2021 |
| FROM:  | Principal Investigator \_\_\_\_ / \_\_\_\_ / 2021 |
| SUBJECT:  | Request to Hire EMPLOYEE NAME, JOB ANNOUNCEMENT NO.  |

*Insert justification (to include job announcement number, interview date, interview selection committee, applicants interviewed and justification of hire).*

**Job Announcement Number:**

**Employee Name:**

**Position Title:**

**Unit and Department:** Example: ORSP/Sea Grant

**Employee Type:**  Temporary Appointment; Full-Time Employment

**Work Hours:** 40 hours per week

**Grade, Step, Hourly Rate:**

*(Must follow RCUOG general pay plan)*

**Employment Period:** *(Start to End Date;cannot exceed one year)*

**Work location: .**

**Supervisor: .**

**Benefits:** Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%

**Account Number:** 30-XX-XXXXXX-X-XXXXXXX

**Certification of Funds:** 30-XX-XXXXXX-X-XXXXXXX

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Certifying Officer

**Approved:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RCUOG Executive Director