[DATE]

*E-mail Delivery*

EMPLOYEE NAME

CLASSIFICATION

Subject: Temporary Reassignment Mutual Agreement to Extend

Dear EMPLOYEE NAME,

We thank you for your willingness to assist and support the University’s critical initiatives and mission.

In accordance with Article 17 of the Agreement (Agreement) between the Board of Trustees of the California State University (University) and the California State University Employees Union (CSUEU), this letter serves as notice of mutual agreement between the President and employee, to extend your Temporary Reassignment.

Effective, [DAY, DATE through [END DATE], you will continue to serve temporarily in [DEPARTMENT] as a [Classification].

At the end of the temporary assignment, you will return to your previous position with the same status held, had you not been granted such temporary assignment.

This Temporary Reassignment supports the mission and goals of the University, and provides greater support where needed, to leverage the growth and success of our programs. Your experience, skills, and years of dedication to the University will certainly help to ensure the continued growth and success, and I appreciate your willingness to take on this new challenge.

By signing below, you mutually agree to extend your temporary assignment beyond six (6) months, but no longer than twelve (12) as stated in the Agreement.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |

Sincerely,

MPP NAME, WORKING TITLE

DEPARTMENT

Copy: CURRENT VP

[NEW MANAGER], [TITLE]

 Personnel File - [Employee’s Name]