 **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 renew EMPLOYEE NAME  |
|  |  |

**Employee Name:**

**Position Title:**

*(Must follow RCUOG employee position titles and wages grades)*

**Unit and Department:** Example: ORSP/EPSCoR

**Employee Type:** Full-Time or Part-Time Employment

**Work Hours:**

*(Cannot exceed 39 hours per week for part-time and full-time is 40 per week.)*

**Grade, Step, Hourly Rate:**

* *(Must follow RCUOG general pay plan)*

**Employment Period: .**

*(Example: August 01, 2021 to December 31, 2021 – cannot exceed one year)*

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

*RCUOG employees will be evaluated on their work performance on an annual basis.*

*A performance evaluation must be attached to each renewal memo if the employee is receiving an increment. A sample performance review document is posted on the RCUOG website at www.uog.edu/rcuog*

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

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

**Approved:**

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