

PROMOTION WITHOUT SALARY INCREASE AGREEMENT

I, _____, voluntarily agree to a promotion from
[Name of Employee]

_____, with a monthly salary of _____/month to
[Job Title] *[Monthly Salary]*

_____, with the same monthly salary of _____/
[Job Title] *[Same Monthly Salary]*

month. I understand that this promotion is effective _____ and that my salary
[Date]

will not be increased as a result of this promotion.

In accordance with DHR Human Resource/Personnel Policy #1101 - **Promotions**, this matter may be reviewed at a later date, and I may be considered for a salary increase if funding is available and my performance is satisfactory.

A copy of this agreement will be maintained in my official personnel file.

Signature of Employee

Signature of Authorized Official

Name of Employee (please print)

Name of Authorized Official (please print)

Date

Date

This completed form is to be maintained in the employee's official personnel file.