

# Pulaski County

## APPROVAL FORM FOR PART-TIME AND/OR EXTRA HELP TO BE PAID OVER \$10.50 AN HOUR

The request below is in accordance with Article I, Section 2D of the Pulaski County Personnel Policy, which states:

**PULASKI COUNTY PERSONNEL POLICY – Article I, Section 2D**

“Salaries shall be commensurate with the value of the work performed, but shall not exceed \$10.50 per hour, unless approved by the County Judge or authorized by a specific appropriation by the Quorum Court, such appropriation containing a maximum per hour wage rate. The responsible elected official or his/her designated representative shall certify the number of hours worked, the hourly rate of pay, and the total compensation due each employee on each payroll”.

Employee Name \_\_\_\_\_

Requesting Department \_\_\_\_\_

Hourly Rate (over \$10.50) \_\_\_\_\_ Number of Hours per week \_\_\_\_\_  
[May not exceed 29 hours per week]

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
[Ending date may not exceed 12/31 of the current year. Employment may terminate earlier at Employer's discretion]

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Elected Official / Department Head

**Attach this completed form to a Personnel Status Change Form and submit to HR prior to the effective date specified above.**

Appropriation Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Comptroller

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
County Judge/ CEO