



## APPROVAL FORM FOR PART-TIME AND/OR EXTRA HELP TO BE PAID OVER \$11.00 AN HOUR

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

### PULASKI COUNTY PERSONNEL POLICY – **Section 2**

“Salaries paid shall be commensurate with the value of the work performed, but shall not exceed eleven dollars (\$11.00) per hour, unless approved by the County Judge or authorized by a specific appropriation (containing a maximum number of authorized hours and a maximum per-hour wage rate) by the Quorum Court. The responsible elected official or his/her designated representative and the employee, 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 \$11.00) \_\_\_\_\_ 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