

AFC Unit _____

A35.100EH

POSITION REQUEST FORM
EXTRA HELP

Extra Help employees are used for emergency, seasonal or intermittent staffing needs. Total hours worked is restricted to 1400 hours per fiscal year.

The normal rate of pay for Extra Help employees is the prevailing minimum wage. A request for a higher rate may be made, however, the rate of pay for the job duties to be performed must be within the classification and compensation guidelines.

Justification for Request:

Description of Duties:

Requested Pay Rate: _____

Requested Effective Date: _____

Time Required For Each Employee: _____ days _____ hours

Total Hours Requested: _____

From: _____, 20 _____ through _____, 20 _____

Total Positions Requested: _____

Submit for approval to Little Rock HR. Approvals must be attached to A35.300EH.

Approved

Disapproved

Deputy State Forester/Date

Revised: 9/1/2009