

POPE COUNTY

NEW HIRE FORM

NOTE: This form must be used by all department heads for **NEW EMPLOYEES**

An employee can only be paid for 10 days/80 hours from base Salary appropriated amount per pay period unless the employee is terminating.

I, _____ take this means to notify you that
official/department head

I have hired _____ as a (full-time/part time) employee of the
(employee)

_____ in the position of _____. This employment
(department/office) (title and position number)

is effective _____ at the pay rate of _____. This employee _____
(date begins work) (a year/an hour) (is/is not)

replacing an employee that is leaving or changing positions. The employee who is being
replaced is _____. For this upcoming pay period beginning
(name, if applicable)

_____ and ending _____ this employee will be paid for _____ hours in this
position.

**NOTE: This employee _____ hired with the intent to work 80 hours.
(Is/Is Not)**

per calendar month for 90 consecutive days. If this employee meets the criteria, it is mandatory for him/her to enroll in APERS for retirement purposes. If the criteria are met after the 90-day period, eligibility will be retroactive to the date of eligibility and employee contributions and county matching payments are due from date of eligibility.

(date)

(official/department head)

HUMAN RESOURCES DEPARTMENT