

Exceptional Pay Memo:

To: (Executive Officer)

From:

Date:

RE:

The purpose of this memo is to request pay that is above the current, Board approved pay rates. We would like to pay Employee Name _____, G Number _____, Position Number _____ and Org Code, _____:

A one-time pay of \$_____ on the date _____ for _____ hours.

The description of work, the basis for determining the rate, and justification for exceptional pay (please explain in detail):

An hourly rate of \$_____.

Date range of work to be performed _____ to _____

The description of work, the basis for determining the rate, and justification for exceptional pay (please explain in detail):

Executive Officer Signature

Date