



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINTENANCE (121-005)

DATE: 12/7/2015

CURRENT POSITION TITLE: Maintenance I (Temporary)

CURRENT SLOT #: T0147

REQUESTED POSITION TITLE: MAINTENANCE I (Temporary) DT

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Extend Temporary position

* Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 4,250.40 Proposed G&S/ Budgeted Salary \$ 4,250.40 Net Change
25,000.00 25,000.00

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other LAPSE SALARIES DT

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 \$ 12.02 Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 $\$ 25,000.00 / 2080 = \$ 12.02$ ($12.02 \times 520 = 4,250.40$)
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

1/1/2016 Start Date 03/31/16 End Date DT 3/1/2016 DT
Mon-Sat 7-4 Working Days & Hours 40 hours Hours Per Week 3 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Pct. 1 Road Maintenance has an employee out on FMLA due to a critical medical condition. For that reason our office would like to extend the current full time temporary position in the year 2016 not to exceed 3 months and keep the current employee filling this position. Employee will not need to attend the enrollment process since he completed the process when he initially was hired.

NEW POSITION: Brief job description and attach a copy of the new job description.




See attached job description

POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12-7-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/08/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/10/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		