



COUNTY OF HIDALGO

Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: <u>12/09/2016</u>	CURRENT POSITION TITLE: <u>Assistant Asst. Court Coordinator</u>	
DEPARTMENT NAME: <u>206th District Court</u>	CURRENT SLOT NO.: <u>003</u>	
DEPARTMENT NO.: <u>004-001</u>	REQUESTED POSITION TITLE: <u>Asst. Court Coordinator Assistant</u>	

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|---------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Longevity | <input checked="" type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input type="checkbox"/> Auto | |

Allowance Amount: <u>\$ 4,500.00</u>	Proposed Budgeted Amount: <u>\$ 0.00</u>	Net Change: <u>- \$ 0.00</u>
<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>

TOTAL BUDGETARY IMPACT: - \$ 0.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|--|--|--|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input type="checkbox"/> Other _____ | |

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)

interpreter pay to be added to slot #004

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

12/9/2016
Date

12/12/2016
Date

12/13/2016
Date

