



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: 12/20/2017 CURRENT POSITION TITLE: Executive Assistant II
 DEPARTMENT NAME: Tax Office CURRENT SLOT NO.: 0 169 *kg*
 DEPARTMENT NO.: 140 - 001 *kg* REQUESTED POSITION TITLE: Executive Assistant II *kg*

ALLOWANCE REQUEST: Type of Allowance

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

Allowance Amount: <u>\$ 1,500.00</u>	Allowance Amount: <u>\$ 0.00</u>	Allowance Amount: <u>-\$ 1,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

Allowance Amount: _____	Allowance Amount: _____	Allowance Amount: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 1,500.00

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

- | | | |
|---|--|--|
| <input checked="" 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)
 Deleting Auto Allowance Slot 169

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)
 Slot 169 no longer requires auto allowance, no traveling.

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

12-20-17
 Date

1/02/2018
 Date

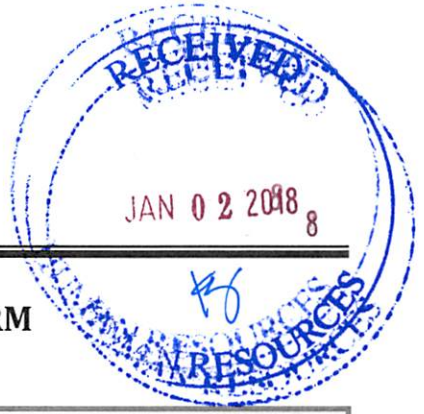
1/5/18
 Date





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: 12/28/2017 CURRENT POSITION TITLE: Executive Assistant II
 DEPARTMENT NAME: Tax Office CURRENT SLOT NO.: 019
 DEPARTMENT NO.: 140-001 REQUESTED POSITION TITLE: Executive Assistant II-

ALLOWANCE REQUEST: Type of Allowance

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

Allowance Amount: <u>\$ 0.00</u> <small>Current Budgeted Amount</small>	<u>\$ 1,500.00</u> <small>Proposed Budgeted Amount</small>	<u>\$ 1,500.00</u> <small>Net Change</small>
Allowance Amount: _____ <small>Current Budgeted Amount</small>	_____ <small>Proposed Budgeted Amount</small>	<u>\$ 0.00</u> <small>Net Change</small>
TOTAL BUDGETARY IMPACT: <u>\$ 1,500.00</u>		

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

- | | | |
|---|--|--|
| <input checked="" 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 **FLSA:** Exempt
 Non-Exempt Non- Exempt

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

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)
 Slot 019 requires travel, needs Auto Allowance. (Deleted from Slot 169)
0019 0169

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12-28-17
 Date
1/02/2018
 Date
1/5/18
 Date