



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/21/2017 Current Slot No.: 0002³ fy
 Department Name: 93RD DISTRICT COURT Current Position Title: BAILIFF/INTERPRETER fy
 Department No.: 002 -001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other fy

SALARY REQUEST:	<u>\$ 45,078.00</u> Current Budgeted Amount	<u>\$ 50,395.00</u> Proposed Budgeted Amount	<u>\$ 5,317.00</u> Net Change
Interpreter Pay SALARY REQUEST:	<u>\$ 4,000.00</u> Current Budgeted Amount	<u>\$ 6,000.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 5,317.00</u>	<u>\$ 9,036.00</u>	<u>\$ 7,1036.00</u> <u>fy</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other +\$6000.00 INTERPRETER PAY fy

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

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
No. of Weeks	x	Hours per Week	=	Total Hours
			x	Hourly Rate
			=	Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

SALARY ADJUSTMENTS ARE DUE TO INCREASE COURT ROOM DUTIES.

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

Date 12-21-17
 Date 1/05/2018
 Date 1/05/18



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/21/2017 Current Slot No.: 0004
 Department Name: 93RD DISTRICT COURT Current Position Title: Assistant ASST. COURT COORDINATOR
 Department No.: 002 - 001 Requested Position Title: Assistant ASST. COURT COORDINATOR

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 41,816.00	\$ 51,816.00	\$ 10,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 10,000.00</u>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other + \$300.00 OF LONGEVITY PAY

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

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

SALARY ADJUSTMENTS ARE DUE TO INCREASE OFFICE DUTIES.

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

Date 12-21-17
 Date 1/05/2018
 Date 1/8/18