



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>02/15/2018</u>	CURRENT POSITION TITLE:	<u>ASSISTANT COURT COORDINATOR</u>
DEPARTMENT NAME:	<u>COUNTY COURT LAW #7</u>	CURRENT SLOT NO.:	<u>0004</u>
DEPARTMENT NO.:	<u>027-001</u>	REQUESTED POSITION TITLE:	<u>ASSISTANT COURT COORDINATOR</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>\$ 0.00</u>	<u>\$ 3,300.00</u>	<u>\$ 3,300.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Allowance Amount:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 3,300.00</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:

<input checked="" type="checkbox"/> Full Time Regular Object Code 113	<input type="checkbox"/> Part Time Regular Object Code 114
<input type="checkbox"/> Full Time Temporary Object Code 121	<input type="checkbox"/> Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt

Non-Exempt Non-Exempt

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

ADDING INTERPRETER PAY

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

2-15-18
Date

2/15/2018
Date

2/16/18
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:	<u>02/15/2018</u>	CURRENT POSITION TITLE:	<u>BAILIFF</u>
DEPARTMENT NAME:	<u>COUNTY COURT LAW #7</u>	CURRENT SLOT NO.:	<u>0005</u>
DEPARTMENT NO.:	<u>027-001</u>	REQUESTED POSITION TITLE:	<u>BAILIFF</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>\$ 3,300.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,300.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Allowance Amount:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 3,300.00</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:

<input checked="" type="checkbox"/> Full Time Regular Object Code 113	<input type="checkbox"/> Part Time Regular Object Code 114
<input type="checkbox"/> Full Time Temporary Object Code 121	<input type="checkbox"/> Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt

Non-Exempt Non- Exempt

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

DELETING INTERPRETER PAY

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

2-15-18
Date

2/15/2018
Date

2-16-18
Date

