



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: 03/22/2018 CURRENT POSITION TITLE: Court Reporter
 DEPARTMENT NAME: County Treasurer-BBB Sect. CURRENT SLOT NO.: AO 01 PR (Proposed)
 DEPARTMENT NO.: 010-002 PR REQUESTED POSITION TITLE: Court Reporter

ALLOWANCE REQUEST: Type of Allowance

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

Allowance Amount: <u>\$ 0.00</u>	\$ 5,000.00	\$ 5,000.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,000.00

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)

Bail Bond Board has approved for Court Reporter from the 430th District Court to receive supplemental pay for keeping minutes of the Bail Bond Board meetings.

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

Norma G. Garcia
 Department Head
Kalle Dalgarno
 Department of Human Resources
S.S.
 Department of Budget & Management

03/22/2018
 Date
3/22/2018
 Date
3/23/18
 Date

