COUNTY OF HIDALGO
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM
(ALLOWANCES)

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

Date: 07/12/2018 | Current Slot No.: 0003

Department Name: 430th District Court | Current Position Title: Assistant Court Coordinator (DC)

Department No.: 010-001 | Requested Position Title: Assistant Court Coordinator (DC)

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☑ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 2,000.00	$ 2,000.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 2,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment tg ☑ Other Fringe sweeps

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)*

Adding Interpreter Pay

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

Department Head — Date: 7/16/18

Department of Human Resources — Date: 7/12/2018

Department of Budget & Management — Date: 7/12/18

HR Form: 029
Revised: 02/23/2017