



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: 11/08/2018 Current Slot No.: 0004
 Department Name: 389th District Court Current Position Title: Assistant Court Coordinator (DC)
 Department No.: 008-001 Requested Position Title: Assistant Court Coordinator (DC) *ky*

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT: <u>\$ 3,500.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 3,500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment 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)

Delete Interpreter Pay

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

Promotion was given to Asst. Court Coordinator who is disengaged Interpreter for the 389th District court. Would like to move Interpreter allowance to slot of the Court Coordinator.

Judge Letty Lopez
 Department Head

11/9/18
 Date

[Signature]
 Department of Human Resources

11/14/2018
 Date

[Signature]
 Department of Budget & Management

11/16/18
 Date





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Date: 11/08/2018 Current Slot No.: 0002
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 Department No.: 008-001 Requested Position Title: Court Coordinator (DC)

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT: <u>\$ 0.00</u>	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT: _____	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Add Interpreter Pay

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

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Judge Dety Lopez
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

11/9/18
 Date
11/14/2018
 Date
11/16/18
 Date

