



# 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: 01/31/2019 Current Slot No.: T452  
 Department Name: SHERIFF'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 280-002 Requested Position Title: CUSTODIAN II (Temp. Position)

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 22,430.00</u>	<u>\$ 22,430.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 22,430.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fundings from Employee currently FMLA

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 EBT FLSA:  Exempt  Non-Exempt

RCVD DEPT BDGT & MGMT  
FEB 1 '19 PM2:02

**\* TEMPORARY POSITIONS:**

<u>02/18/2019</u>	<u>12/31/2019</u>	<u>M-F 8:00PM-5:00PM</u>	<u>40</u>	<u>46</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.19</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>46</u>	<u>40</u>	<u>1840</u>	<u>\$ 12.19</u>	<u>\$ 22,430.00</u>
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)**

To create a Temporary Position, fundings from employee placed on FMLA/Extended Leave.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_  
 Department of Budget & Management \_\_\_\_\_

Date 1-31-19  
2/01/2019  
 Date \_\_\_\_\_  
2/2/19  
 Date \_\_\_\_\_

RECEIVED

JAN 31 2019

DEPARTMENT OF HUMAN RESOURCES