



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: 04/16/2019 Current Slot No.: 0015
 Department Name: Pct. 4 Sanitation Current Position Title: Maintenance I
 Department No.: 124 Requested Position Title: Maintenance I

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 1,500.00</u>	<u>\$ 1,500.00</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: \$ 1,500.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)
Employee will work on welding projects on an as-needed basis. Examples of work include, but are not limited to: rod iron fences, metal roofs, and heavy equipment/parts. Welding Certification attached.

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

Ellie Lopez
 Department Head
Lupine Saenz
 Department of Human Resources
[Signature]
 Department of Budget & Management

4-16-19
 Date
04/18/2019
 Date
4/22/19
 Date

