



# 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: 04/30/2019 Current Slot No.: 0003  
 Department Name: 398th District Court Current Position Title: Assistant Court Coordinator (DC)  
 Department No.: 009-001 Requested Position Title: Assistant Court Coordinator (DC)

**ALLOWANCE REQUEST:** *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

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

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

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

**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)*  
see attachment

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

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

5-1-19  
 Date  
5/02/2019  
 Date  
5/3/19  
 Date

