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: 06/13/2019 | Current Slot No.: T110

Department Name: Pct. 3 Rd. Maint. | Current Position Title: Road Maintenance Foreman

Department No.: 123-005 | Requested Position Title: Same

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Extend Temp. Position

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 0.00	$ 25,542.00	$ 25,542.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 25,542.00

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

* **TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
07/01/2019	12/27/2019	Mon-Fri	40	26

Annual Salary $51,084.00 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate $ 24.56

No. of Weeks		Hours per Week	=	Total Hours		Hourly Rate	=	Budgeted Salary
26	x	40	=	1040	x	$ 24.56	=	$ 25,542.00

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: ***(Explain why position or adjustment request is essential)***

Extending temporary position

Department Head — Date: 06/13/2019

Department of Human Resources — Date

Department of Budget & Management — Date

HR Form: 028
Revised: 07/07/2017