



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RCVD DEPT BDGT & MGMT
SEP 10 '19 PM 1:13

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/09/2019 Current Slot No.: -002 0001
 Department Name: County Treasurer Current Position Title: Chief Deputy
 Department No.: 150 -002 Requested Position Title: Chief Deputy

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 2,500.00</u>	<u>\$ 0.00</u>	<u>-\$ 2,500.00</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: -\$ 2,500.00

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 no longer be responsible for processing/maintaining Bail Bond Board documentation.

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

09/09/2019
 Date
9/10/19
 Date
9/11/19
 Date





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: 09/12/2019 Current Slot No.: A003 / 0015
 Department Name: County Treasurer Current Position Title: Executive Assistant II
 Department No.: 150-002 / 150-001 Requested Position Title: Executive Assistant II

ALLOWANCE REQUEST: *Type of Allowance*

<input type="checkbox"/> Position	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input checked="" type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
<i>Prg# 002</i> ALLOWANCE AMOUNT:	\$ 0.00	\$ 2,500.00	\$ 2,500.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Prg# 001</i> ALLOWANCE AMOUNT:	\$ 0.00	\$ 2,800.00	\$ 2,800.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 5,300.00			

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 responsible for the process & maintenance of Hidalgo Co Bail Bond Board documentation.
 Employee responsibility includes the process of payroll for Hidalgo County Drainage District #1.

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

09/12/2019
 Date
 9/13/2019
 Date
 9/13/19
 Date

