



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: 12/02/2019 Current Slot No.: T110
 Department Name: Pct. 3 Rd. Maint. Current Position Title: Road Maintenance Foreman
 Department No.: 123-005 Requested Position Title: Road Maintenance Foreman

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 982.⁰⁰40</u>	<u>\$ 982.⁰⁰40</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 982.⁰⁰40</u>		

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

PR

*** TEMPORARY POSITIONS:**

<u>12/27/2019</u>	<u>12/31/2019</u>	<u>Mon-Fri</u>	<u>40</u>	<u>1</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$51,084.00</u>		Hourly Rate <u>\$ 24.56</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>1</u>	<u>40</u>	<u>40</u>	<u>\$ 24.56</u>	<u>\$ 982.⁰⁰40</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)

Extending temporary position
To continue work to the end of December 2019

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/02/2019
 Date
12/09/19
 Date
12/9/19
 Date



