



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: 11/18/2019 Current Slot No.: TBD ~~T457, T458, T459~~ + T460
 Department Name: SHERIFF'S OFFICE Current Position Title: (B) (C)
 Department No.: 280-002 Requested Position Title: DETENTION OFFICER STEP I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

<u>T457</u> SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 35,940.00</u> Proposed Budgeted Amount	<u>\$ 35,940.00</u> Net Change
<u>T458</u> SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 35,940.00</u> Proposed Budgeted Amount	<u>\$ 35,940.00</u> Net Change
TOTAL BUDGETARY IMPACT:		<u>\$ 35,940.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Long Term Military, FMLA, Etc.

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

*** TEMPORARY POSITIONS:**

<u>01/01/2020</u>	<u>12/31/2020</u>		<u>40</u>	<u>12 months</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>52</u>	<u>40</u>	<u>2080</u>	<u>\$ 17.28</u>	<u>\$ 35,940.00</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)*

Funds from Full Time employees in long term Military Leave, FMLA, Etc.
(Please see attached for a Total of four (4) Temp. Detention Officer Step I.)
Positions to be added to 2020 Budget Salary *UK*

Department Head

Department of Human Resources

Department of Budget & Management

11/18/19
Date
11/19/2019
Date
11/13/19
Date



