



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: 01/14/2020 Current Slot No.: 0003
 Department Name: 449th District Court Current Position Title: Court Coordinator (DC)
 Department No.: 011 Requested Position Title: Court Coordinator (DC)

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 2,000.00</u>	<u>\$ 2,000.00</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: \$ 2,000.00

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)

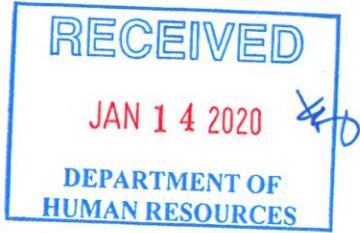
Interpreter allowance not budgeted for 2020.

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

Employee performs interpreter duties when needed.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

1/14/20
Date
1/15/2020
Date
01/22/2020
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: 01/14/2020 Current Slot No.: 0004
 Department Name: 449th District Court Current Position Title: Bailiff II (LDC)
 Department No.: 011 Requested Position Title: Bailiff II (LDC)

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input checked="" type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
ALLOWANCE AMOUNT:	<u>\$ 3,000.00</u>	<u>\$ 4,000.00</u>	<u>\$ 1,000.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
ALLOWANCE AMOUNT:	_____	_____	<u>\$ 0.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>\$ 1,000.00</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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Interpreter allowance not budgeted for 2020.

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

Increase requested due to employee continuing education and attending Interpreters Seminar.

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

Date 1/14/20
 Date 1/15/2020
 Date 01/22/2020

