



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

RCV'D DEPT BDGT & MGMT  
FEB 7 '20 PM3:32

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

Date: 02/06/2020 Current Slot No.: ~~0041~~ 0003 kg  
 Department Name: County Judge Current Position Title: Assistant Chief of Staff I  
 Department No.: 110-006 Requested Position Title: Assistant Chief of Staff I

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b> <u>\$ 0.00</u>	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b> _____	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 5,000.00

**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 xb    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

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

Auto allowance was budgeted for 2019, but was removed during the 2020 budget process due to slot being vacant.

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

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

2/7/2020  
Date  
2/07/2020  
Date  
02/07/2020  
Date

