



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: 5-15-2020 Current Slot No.: See attachment
 Department Name: Pct. 1 - Road Maintenance Current Position Title: See attachment
 Department No.: 121-005 Requested Position Title: See attachment

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

SALARY REQUEST:	<u>0.00</u>	<u>\$25,356.00</u>	<u>\$25,356.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>0.00</u>	<u>0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$25,356.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other See attachment

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>06/01/2020</u>	<u>08/30/2020</u>	<u>Mon. - Fri 7 a.m. to 4 p.m.</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$12.18</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$12.18</u>	<u>\$6,338.00</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)

Requesting an extension for the temporary positions to assist with the precinct's high demand of workload.
 Positions not to exceed 13 weeks

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

Date 5/15/2020
 Date 5/15/2020
 Date 5/18/2020



