



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: 05/19/2020 Current Slot No.: 0005
 Department Name: Public Defender's Office Current Position Title: Public Defender II
 Department No.: 085-003 28 Requested Position Title: Public Defender II

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 ~~Supplemental~~
 Auto 28

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 1,500.00</u>	<u>\$ 1,500.00</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: \$ 1,500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
28 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
 Non-Exempt
FLSA: Exempt
 Non-Exempt

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

Employee is required to travel to HCSO to visit clients on a regular basis.

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

During the 2020 Budet Process position was vacant and supplemental allowance was removed from slot.

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

5-19-2020
 Date
5/22/2020
 Date
5/22/2020
 Date

