



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: 06/18/2020 Current Slot No.: T009
 Department Name: JP Pct. 3, Pl. 2 Current Position Title: _____
 Department No.: 066-001 Requested Position Title: Clerk III

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

SALARY REQUEST:	\$ 0.00	\$ 5,308.00	\$ 5,308.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 5,308.00		

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

*** TEMPORARY POSITIONS:**

06/24/2020	08/24/2020	M-F 8:00 am - 5:00 pm	40	10
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$27,599.00	Hourly Rate	\$ 13.27 <i>13.27 hr</i>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
10	x	40	=	400
No. of Weeks		x Hours per Week		Total Hours
		x	\$ 13.27 <i>13.27 hr</i>	=
				Budgeted Salary
				\$ 5,308.00

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Current employee has requested a 10 week leave of absence for maternity.

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

06/19/2020
Date
 6/19/2020
Date
 06/22/2020
Date