



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.: ~~T0009~~ T0009 ky
 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	\$ 27,599.00	\$ 27,599.00
	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:	\$ 27,599.00	<u>\$ 51,308.00</u>	<u>\$ 51,308.00</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

*** TEMPORARY POSITIONS:**

<u>06/24/2020</u>	<u>08/24/2020</u>	<u>M-F 8:00-5:00</u>	<u>40</u>	<u>10</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$27,599.00</u>		Hourly Rate <u>\$ 13.27</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>40</u>	<u>400</u>	<u>\$ 13.27</u>	<u>\$ 5,307.60</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)

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

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