



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: 6/18/2020 Current Slot No.: 0005
 Department Name: County Court At Law No. 1 Current Position Title: Assistant Court Coordinator (CC)
 Department No.: 021-001 Requested Position Title: Assistant Court Coordinator (CC)

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT: \$6,000.00 \$2,000.00 \$4,000.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

ALLOWANCE AMOUNT: _____ \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$0.00

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 FLSA: Exempt
 Non-Exempt Non-Exempt

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

Interpreter Pay distribution between Assistant Court Coordinator and Bailiff.

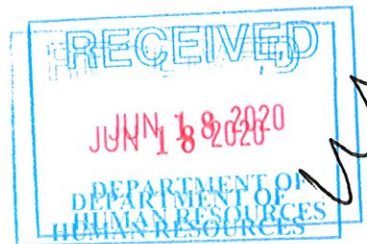
COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

 Department Head

 Department of Human Resources

 Department of Budget & Management

6/18/2020
 Date
6/19/2020
 Date
06/22/2020
 Date





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: 6/18/2020 Current Slot No.: 0004
 Department Name: County Court At-Law #1 Current Position Title: Bailiff I (CC) by
 Department No.: 021-001 Requested Position Title: Bailiff I (CC)

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input checked="" type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
ALLOWANCE AMOUNT:	<u>0.00</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>	<u>\$0</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
ALLOWANCE AMOUNT:			\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>\$4,000.00</u>	<u>by</u>		
	<u>-\$0.00</u>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other	

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 11+

Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt

Non-Exempt Non-Exempt

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

Interpreter Pay distribution between Bailiff and Assistant Court Coordinator.

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

6/18/2020
 Date

6/19/2020
 Date

06/22/2020
 Date

RECEIVED

JUN 18 2020

DEPARTMENT OF HUMAN RESOURCES