



# 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: 10/02/2020 Current Slot No.: T008 (proposed)  
 Department Name: Constable Pct. 5 Current Position Title: \_\_\_\_\_  
 Department No.: 295-001 Requested Position Title: Deputy Constable

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$10,593.60</del> <u>10,595.52</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$10,593.60</del> <u>10,595.52</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  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>10/13/2020</u>	<u>12/31/2020</u>	<u>Varies</u>	<u>40</u>	<u>12</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$45,914.00</u>		Hourly Rate <u>\$ 22.07 <sup>40</sup></u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>40</u>	<u>480 <sup>40</sup> ok</u>	<u>\$ 22.07 <sup>40</sup></u>	<u>\$ 10,595.52</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)**

I am requesting a temporary position be granted to my department due to having a Deputy Constable currently out on FMLA since 9/25/20. My department has a heavy and busy workload along with a vast area to cover.

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

10-2-20  
 Date  
10/06/2020  
 Date  
10/08/2020  
 Date

