COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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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: 12/21/2020 Current Slot No.: 0001

Department Name: Master Court 1 Current Position Title: Bailiff

Department No.: 031-001 Requested Position Title: Bailiff

ALLOWANCE REQUEST: ***Type of Allowance***

☐ Position ☑ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	$ 6,000.00 Current Budgeted Amount	$ 0.00 Proposed Budgeted Amount	-$ 6,000.00 Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: -$ 6,000.00

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

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

reassigning interpreter pay

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

Department Head — Date: 12/21/2020

Department of Human Resources — Date: 12/22/20

Department of Budget & Management — Date: 12/23/2020

HR Form: 029
Revised: 02/23/2017

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PERSONNEL ADJUSTMENT REQUEST FORM
(ALLOWANCES)

NOTE: *Complete multiple personnel action form if department is requesting more than (3) personnel actions.*

Date: 12/21/2020
Current Slot No.: 0002
Department Name: Master Court 1
Current Position Title: Assistant Court Coordinator
Department No.: 031-001
Requested Position Title: Assistant Court Coordinator

ALLOWANCE REQUEST: ***Type of Allowance***

☐ Position ☑ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	$ 0.00 Current Budgeted Amount	$ 6,000.00 Proposed Budgeted Amount	$ 6,000.00 Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 6,000.00

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

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

reassigment interpreter pay

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

Department Head — Date: 12/21/2020

Department of Human Resources — Date: 12/22/20

Department of Budget & Management — Date: 12/23/2020

HR Form: 029
Revised: 02/23/2017