COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
DEC 21 2020
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

Department of Budget & Management — Date

HR Form: 029
Revised: 02/23/2017

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PERSONNEL ADJUSTMENT REQUEST FORM
(ALLOWANCES)

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Date: 12/21/2020

Department Name: Master Court 1

Department No.: 031-001

Current Slot No.: 0002

Current Position Title: Assistant Court Coordinator

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

Department of Budget & Management — Date

HR Form: 029
Revised: 02/23/2017