



# 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: 01/07/2021 Current Slot No.: 0006  
 Department Name: 464th District Court Current Position Title: Bailiff (DC)  
 Department No.: 012-001 Requested Position Title: Bailiff (DC)

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 3,000.00</u>	<u>\$ 6,000.00</u>	<u>\$ 3,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 3,000.00

**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)*  
Reassign Interpreter Allowance

**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

01/07/2021  
 Date  
1/8/21  
 Date  
01/11/2021  
 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: 01/08/2021 Current Slot No.: 0003  
 Department Name: 464th District Court Current Position Title: Court Coordinator (DC)  
 Department No.: 012-001 Requested Position Title: Court Coordinator (DC)

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

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 3,000.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 3,000.00

**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)*

Reassign interpreter pay to slot no. 0006 Bailiff II (DC)

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

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\_\_\_\_\_

Department Head  
  
 Department of Human Resources  
  
 Department of Budget & Management

1/8/2021  
 Date  
1/8/21  
 Date  
01/11/2021  
 Date