



# 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: 03/12/2021 Current Slot No.: see attached  
 Department Name: CARES Act Relief Fund Current Position Title: see attached  
 Department No.: 115-096 Requested Position Title: see attached

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend Temp. Position

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 25,920.00</u>	<u>\$ 25,920.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 25,920.00</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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>04/01/2021</u>	<u>09/30/2021</u>	<u>M - F 8:00 am - 5:00 pm</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080</u>	<u>\$ 12.00</u>	<u>\$ 12,960.00</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)*

Positions necessary at the Court House to inhibit spread of COVID-19

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\_\_\_\_\_

\_\_\_\_\_

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

3/12/21  
Date

3/12/21  
Date

3/22/21  
Date

