



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: 03/26/2021 Current Slot No.: T001 - T024
 Department Name: COVID-19 2020 Pandemic Current Position Title: See Attached
 Department No.: 115-096 Requested Position Title: See Attached

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 311,040.00</u>	<u>\$ 311,040.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 311,040.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 2020 PANDEMIC

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>03/30/2021</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>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.00</u>	
<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)

New positions for Data Center (COVID-19)

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

3/26/21
 Date
3/26/21
 Date
03/29/2021
 Date

