



# 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: 02/01/2022 Current Slot No.: 0005  
 Department Name: County Court-At-Law No. 1 Current Position Title: Assistant Court Coordinator (cc)  
 Department No.: 021 -001 Requested Position Title: \_\_\_\_\_ 28

**ALLOWANCE REQUEST: Type of Allowance**

Position   
  Interpreter   
  Clothing   
  Supplemental   
  Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 8,986.00</u>	<u>\$ 0.00</u>	<u>-\$ 8,986.00</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:** -\$ 8,986.00

**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)

Duties will be transferred with the employee to be effective February 10, 2022.

**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

02/01/2022  
 Date  
2/2/22  
 Date  
02/03/2022  
 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: 02/01/2022 Current Slot No.: 0003  
 Department Name: County Court-At-Law No. 1 Current Position Title: Court Coordinator (CC)  
 Department No.: 021 - 001 Requested Position Title: \_\_\_\_\_

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 8,986.00</u>	<u>\$ 8,986.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 8,986.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other \_\_\_\_\_

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 Full Time Temporary Object Code 121     Part Time Temporary Object Code 122

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 Non-Exempt     Non-Exempt

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

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

\_\_\_\_\_  
 Department Head

02/01/2022  
 Date

\_\_\_\_\_  
 Department of Human Resources

2/2/22  
 Date

\_\_\_\_\_  
 Department of Budget & Management

03/03/2022  
 Date