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: 02/08/2022 Current Slot No.: 0004

Department Name: Hidalgo County Precinct 4 Current Position Title: Administrative Assitant II

Department No.: 124-186 Requested Position Title: Administrative Assitatnt II

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 1,500.00	$ 1,500.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 1,500.00

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)*

Ms. Carmen Fuentes is having additional duties for the Health and Education Literacy Program.
From account 2-1100-466-00-124-186-0-531

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

Suplimental pay effective 02/08/2022 - 02/08/2023 (12 months).

Eddie Perez — Department Head — Date 2/16/22

Department of Human Resources — Date 2/16/22

Department of Budget & Management — Date 02/17/2022

HR Form: 029
Revised: 02/23/2017