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: 03/02/2022 Current Slot No.: 0114

Department Name: PCt. 3 /Road Maintenance Current Position Title: Road Maintenance Foreman

Department No.: 123-005 Requested Position Title: Road Maintenance Foreman

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

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	Current Budgeted Amount	$ 3,500.00 Proposed Budgeted Amount	$ 3,500.00 Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 3,500.00

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)***

Mr. Pena will be doing additional work at the parks department taking on task beyond those that he is currently doing and supervising additional staff.

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

Department Head — Date: 03/02/2022

Department of Human Resources — Date: 3/4/22

Department of Budget & Management — Date: 3/4/2022

HR Form: 029
Revised: 02/23/2017