



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 03/22/2022 CURRENT POSITION TITLE: Executive Assistant II
 DEPARTMENT NAME: Tax Office CURRENT SLOT NO.: 0200
 DEPARTMENT NO.: 140-001 REQUESTED POSITION TITLE: _____

ALLOWANCE REQUEST: Type of Allowance

- Longevity Interpreter Clothing
 Supplemental Auto

Allowance Amount:	<u>\$ 750.00</u>	<u>\$ 0.00</u>	<u>-\$ 750.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Allowance Amount:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 750.00</u>		

POSITION/ALLOWANCE 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

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)
 Delete Auto Allowance

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)
 Slot 200 will no longer require travel.

Fabio (Javier) Villarreal
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

3/22/2022
 Date

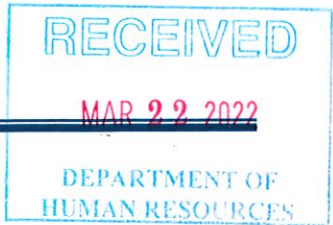
3/29/22
 Date

MAR 31 2022
 Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 03/22/2022 CURRENT POSITION TITLE: Internal Auditor III
 DEPARTMENT NAME: Tax Office CURRENT SLOT NO.: 0138
 DEPARTMENT NO.: 140-001 REQUESTED POSITION TITLE: _____

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|---------------------------------------|------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input checked="" type="checkbox"/> Auto | |

Allowance Amount: <u>\$ 0.00</u>	Allowance Amount: <u>\$ 750.00</u>	Allowance Amount: <u>\$ 750.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Allowance Amount: _____	Allowance Amount: _____	Allowance Amount: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 750.00</u>		

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|---------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input type="checkbox"/> 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)
 Add Auto Allowance

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)
 Slot 138 requires travel, needs Auto Allowance. (Deleted from Slot 200)

Fabio (Paul) Villalba
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

3/22/2022
 Date
3/19/22
 Date
MAR 31 2022
 Date