



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: 11/9/2022 Current Slot No.: 0010 0005
 Department Name: Precinct 4 Current Position Title: Coordinator II, Special Projects 28
 Department No.: 124-186 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>8,000.00</u>	<u>8,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change

ALLOWANCE AMOUNT:	<u>0.00</u>	<u>0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change

TOTAL BUDGETARY IMPACT: \$8,000.00

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
 FLSA: Exempt
 Non-Exempt
 Non-Exempt

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

Ms. Gonzalez is assigned additional duties that are essential to the operations of the Precinct. Additional duties include timekeeping, TAAP, leave request, payroll and other essential duties

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

From account : 2-1100-466-00-124-186-0-117 in the amount of \$8,000.00
Supplemental pay effective 11/15/2022-11/15/2023 (12 months)

 Department Head

 Department of Human Resources

11/9/22

 Date
11/9/22

 Date

