



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: 01/24/2022 Current Slot No.: 0004
 Department Name: 275th P.C. Current Position Title: Assistant Court Coordinator (PC)
 Department No.: 005-001 Requested Position Title: Assistant Court Coordinator (PC)

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input checked="" type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
ALLOWANCE AMOUNT:	<u>\$0</u>	<u>\$6,000</u>	<u>\$4,000.00</u>	<u>\$0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	28
ALLOWANCE AMOUNT:	_____	_____	\$ 0.00	Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	

TOTAL BUDGETARY IMPACT: \$0.00 \$6,000.00

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)

Interpreter pay is being re assigned from
Budget to Assistant Court Coordinator

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

 Department Head

 Department of Human Resources

 Date
1/25/23

 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: _____ Current Slot No.: 0004
 Department Name: 275th DC Current Position Title: Bailiff II (PC)
 Department No.: 005-001 Requested Position Title: Bailiff II (DC)

ALLOWANCE REQUEST: Type of Allowance

	<input type="checkbox"/> Position	<input checked="" type="checkbox"/> Interpreter	<input type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
ALLOWANCE AMOUNT:	<u>\$4,000</u>	<u>0</u>			<u>-\$6,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
ALLOWANCE AMOUNT:					\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change

TOTAL BUDGETARY IMPACT: \$0.00 - \$6,000.00

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)
Interpreter will be assigned to court coordinator Assistant

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

 Department Head
[Signature]
 Department of Human Resources

 Date
11/25/23
 Date