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: 1/31/2023 Current Slot No.: 0004

Department Name: HIDALGO COUNTY PRECINCT 4 Current Position Title: ADMINISTRATIVE ASSISTANT II

Department No.: 124-186 Requested Position Title: ADMINISTRATIVE ASSISTANT 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

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. Fuentes is having additional duties for the Health and Education Literacy Program. From account

From account 3-1100-466-00-124-186-0-531

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

Supplemental pay effective 2/22/2023-~~2/22/2024~~ 2/21/23 (12 months) 12/31/2023. 28

Ellie Torres
Department Head

1-31-23
Date

Department of Human Resources

2/1/23
Date

HR Form: 029
Revised: 02/23/2017