



# 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: 04/25/2023 Current Slot No.: 0003-0001  
 Department Name: Master Court I Current Position Title: Bailiff  
 Department No.: 031-001 Requested Position Title: Bailiff

**ALLOWANCE REQUEST:** Type of Allowance

- Position   
  Interpreter   
  Clothing   
  Supplemental   
  Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 5,000.00</u>	<u>\$ 6,000.00</u>	<u>\$ 1,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 1,000.00

**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   
 Non-Exempt   
**FLSA:**
 Exempt   
 Non-Exempt

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

Reassigning interpreter pay to the Bailiff

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

Department Head

Date

Department of Human Resources

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: 04/25/2023 Current Slot No.: 0002  
 Department Name: Master Court I Current Position Title: Assistant Court Coordinator (Master)  
 Department No.: 031-001 Requested Position Title: Assistant Court Coordinator (Master)

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 1,000.00</u>	<u>\$ 0.00</u>	<u>-\$ 1,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** -\$ 1,000.00

**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)

Reassigning interpreter pay to the Bailiff

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

Department Head

Date

Department of Human Resources

Date