



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: 11/6/2023 Current Slot No.: 0010 0005 kg
 Department Name: Hidalgo County Precinct 4 Current Position Title: Coordinator II, Special Projects
 Department No.: 124-186 Requested Position Title: _____

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

ALLOWANCE AMOUNT:	<u>\$1,191.00</u>	<u>\$1,191.00</u> 286
	Current Budgeted Amount	Proposed Budgeted Amount Net Change

ALLOWANCE AMOUNT:	0	0
	Current Budgeted Amount	Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$1,191.00

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: 3-1100-466-00-124-186-0-117 2023
 Supplemental pay effective 11/16/2023-12/31/2024

Ellie Perez
 Department Head
[Signature]
 Department of Human Resources

11/6/23
 Date
11/8/23
 Date