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: 12/05/2023 | Current Slot No.: 0125

Department Name: PCT. 3 Road Maintenance | Current Position Title: Assistant Chief Administrator

Department No.: 123-005 | Requested Position Title: Assistant Chief Administrator

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 10,000.00	$ 10,000.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 10,000.00

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)*

Currently overseeing duties and responsibilities of Internal of Operations

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

Supplemental pay from December 14, 2023 thru ~~June 30, 2024~~ 12/31/2024 28

Department Head — Date: 12-6-23

Department of Human Resources — Date: 12-6-23

HR Form: 029
Revised: 02/23/2017

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: 12/05/2023 | Current Slot No.: 0025

Department Name: PCT.3 PARKS | Current Position Title: Maintenance IV

Department No.: 123-008 | Requested Position Title: Maintenance IV

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 3,600.00	$ 3,600.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 3,600.00

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)***

Employee serves as a mechanic assistant and as a welder assistant, heavy equipment machinery in addition to his day to day responsibilities and outside of the scope of his regular duties.

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

Supplemental pay from January 01, 2024 thru ~~June 30, 2024~~ 12/31/2024 28

Department Head — Date: 12-6-23

Department of Human Resources — Date: 12-6-23

HR Form: 029
Revised: 02/23/2017