



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: 03/26/2024 Current Slot No.: see attached
 Department Name: Sheriff's Office Current Position Title: see attached
 Department No.: 280-001 Requested Position Title: see attached 28

ALLOWANCE REQUEST: *Type of Allowance*

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 500.00</u>	<u>\$ 0.00</u>	<u>-\$ 500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other Adding/Deleting Clothing Allowances

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)*

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

Adding clothing allowances to Deputy Sheriffs assigned to CID and Deleting clothing allowances from positions not entitled to it.

Department Head

3-26-24
Date

Department of Human Resources

4/1/24
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: 03/26/2024 Current Slot No.: 0093,0334
 Department Name: Sheriff's Office Current Position Title: SENIOR DEPUTY SHERIFF
 Department No.: 280 -001 Requested Position Title: SENIOR DEPUTY SHERIFF

ALLOWANCE REQUEST: Type of Allowance

<input type="checkbox"/> Position	<input type="checkbox"/> Interpreter	<input checked="" type="checkbox"/> Clothing	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Auto
<u>280-001-0334</u>				
ALLOWANCE AMOUNT:	\$ 500.00	\$ 0.00	-\$ 500.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<u>281-001-0093</u>				
ALLOWANCE AMOUNT:	\$ 0.00	\$ 500.00	\$ 500.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	

TOTAL BUDGETARY IMPACT: \$ 0.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Adding/Deleting Clothing Allowances

- 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)

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

Adding clothing allowances to Deputy Sheriffs assigned to CID and Deleting clothing allowances from positions not entitled to it.

Department Head [Signature]
 Department of Human Resources [Signature]

Date 3-26-24
 Date 4/1/24