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: 09/12/2024
Current Slot No.: 0004
Department Name: Precinct 1
Current Position Title: Clerk IV
Department No.: 121 -001
Requested Position Title:

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:		$ 3,500.00	$ 3,500.00
ALLOWANCE AMOUNT:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 3,500.00

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)*

Supplemental allowance is needed in order to meet the desired salary due to added duties to assist with phone calls and reports regarding enviromental issues. Effective 10/1/2024 through 10/1/2025.

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

Department Head — Date: 9/12/2024

Department of Human Resources — Date: 9/26/24

HR Form: 029
Revised: 02/23/2017