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: 10/07/2024 Current Slot No.: 0113

Department Name: Hidalgo County Precinct 4 Current Position Title: Equipment Operator III

Department No.: 124-007 Requested Position Title: Equipment Operator III

ALLOWANCE REQUEST: *Type of Allowance*

☐ Position ☐ Interpreter ☐ Clothing ☑ Supplemental ☐ Auto

ALLOWANCE AMOUNT:	Current Budgeted Amount	$ 480.00 Proposed Budgeted Amount	$ 480.00 Net Change
ALLOWANCE AMOUNT:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 480.00

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 is assigned additional duties that are essential to the operations of the Precinct paving team.
Additional duties include: operating the paver for paving projects and repairing of intersections.

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

From account: 4-1200-431-00-124-007-0-117
From dates of: 10/21/2024-12/31/2024

Ellie Perez
Department Head

10/9/24
Date

Department of Human Resources

10/9/24
Date

HR Form: 029
Revised: 02/23/2017