



# 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: 03/28/2025 Current Slot No.: 0011  
 Department Name: Precinct 3 Current Position Title: Maintenance III  
 Department No.: 123-005 Requested Position Title: Maintenance III

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b> <u>\$ 0.00</u>	<u>\$ 428.56</u>	<u>\$ 428.56</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 428.56

**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

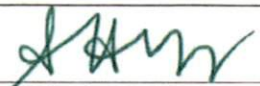
**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

Employee took on additional responsibilities and temporarily oversaw office operations from the R&B department. Effective dates for supplemental allowance: 12/01/2024 through 12/31/2024.

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

AI-95451 was approved to pay supplemental allowance through 11/30/2024  
 Then AI-97630 was approved to extend the supplemental pay through 01/01/2025.

  
 Department Head

3/31/25  
 Date

  
 Department of Human Resources

4/1/25  
 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: 03/28/2025 Current Slot No.: 0004  
 Department Name: Precinct 3 Current Position Title: Director, Field Operations II  
 Department No.: 123-005 Requested Position Title: Director, Field Operations II

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 2,692.34</u>	<u>\$ 2,692.34</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 2,692.34

**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

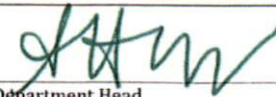
**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**JUSTIFICATION / PRIORITY:** (Explain why this allowance request is essential)

The Director, Field Operations II has taken on additional responsibilities and will provide oversight to the Sanitation Department due to the departure of the Division Manager.

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

Effective dates for supplemental allowance: 11/14/2024 through 02/23/2025  
AI-95263 was approved to pay supplemental through 11/14/2024.

  
 Department Head

3/31/25  
 Date

  
 Department of Human Resources

4/1/25  
 Date