



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: 07/28/2026 Current Slot No.: 220004
Department Name: COUNTY COURT NO.2 Current Position Title: BAILIFF I
Department No.: 002 0027 Requested Position Title: BAILIFF/INTERPRETER I

ALLOWANCE REQUEST: Type of Allowance

☐ Position ☒ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT: \$ 3,000.00 \$ 6,000.00 \$ 3,000.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

08/04/2026

Start Date

End Date

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)

THIS ALLOWANCE REQUEST IS ESSENTIAL BECAUSE THE BAILIFF HAS BEEN ASSIGNED
INTERPRETER

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

[Signature]
Department Head

[Signature]
Department of Human Resources

7/28/26
Date

7/29/26
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: 07/28/2026

Current Slot No.: 220002

Department Name: COUNTY COURT NO.2

Current Position Title: COURT COORDINATOR (CC) TS

Department No.: 0002-0022

Requested Position Title: Court coordinator (CC)

ALLOWANCE REQUEST: Type of Allowance

☐ Position ☒ Interpreter ☐ Clothing ☐ Supplemental ☐ Auto

ALLOWANCE AMOUNT: \$ 3,000.00 \$ 0.00 -\$ 3,000.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

08/04/2026

Start Date

End Date

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☐ Other _____

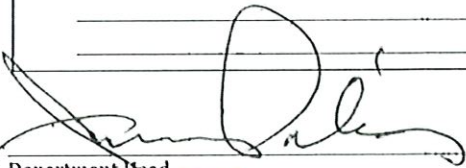
POSITION TYPE: ☒ Full Time Regular Object Code 113 ☐ Part Time Regular Object Code 114
☐ Full Time Temporary Object Code 121 ☐ Part Time Temporary Object Code 122

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

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

THIS CHANGE IS REQUESTED BECAUSE THE COURT COORDINATOR SALARY INCLUDES A PORTION OF INTERPRETERS ALLOWANCE.

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


Department Head

7/28/26
Date


Department of Human Resources

7/29/26
Date