

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

Procedure: BAP-PA.1  
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**BUDGET AMENDMENT POLICY – PERSONNEL-RELATED AMENDMENTS**

**PURPOSE**

- 1.1 The purpose of this policy is to provide budgetary guidelines pertaining to personnel-related actions, in accordance with Texas statutes and local requirements; to set forth operating principles which minimize the cost of government and reduce financial risk; and to maintain financial structure of the County for present and future needs.

**SCOPE**

- 2.1 This policy applies to all positions funded by General Fund revenues that are not statutorily restricted or designated for a specific purpose (e.g. record archive funds)

**BACKGROUND**

- 3.1 During the County's annual budget process, Elected Officials and Department Heads petition the County Commissioner's Court for the required number of employees, the title of the positions, and the respective compensation. The Commissioner's Court then determines the number of employees and authorizes positions during the adoption of the County's annual budget. The Commissioner's Court sets the amount of compensation, office and travel expenses, and all other allowances for County and Precinct officers and employees who are paid wholly from County funds.

**POLICY**

- 4.1 After the Hidalgo County budget has been approved and adopted for the ensuing fiscal year, Commissioner's Court may amend the budget to permit an emergency expenditure in limited circumstances only. Therefore, Commissioner's Court will not consider requests for changes to increase the number of budgeted positions or increase the compensation paid to each authorized position within a department/office until the next appropriate budget cycle. Personnel actions, including but not limited to requests under the County's Personnel Policy Manual, Civil Service Commission Rules, and Law Enforcement Pay Plan are permitted, so long as the personnel action requests are in compliance with applicable constitutional or statutory provisions.