



**Hidalgo County
Commissioners'
Court**

Ramon Garcia
County Judge

A.C. Cuellar, Jr.
Commissioner, Precinct 1

Eduardo "Eddie" Cantu
Commissioner, Precinct 2

Joe M. Flores
Commissioner, Precinct 3

Joseph Palacios
Commissioner, Precinct 4

Executive Office

Valde Guerra
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To: All County Officials and Department Heads

From: Valde Guerra, County Executive Officer

Date: July 24, 2015

Subject: Personnel Requests and the Annual Budget Process

Attached please find a copy of the "Budget Amendment policy - Personnel-Related Amendments" as approved by the Hidalgo County Commissioners' Court on [September 11, 2013](#).

The intent of the policy is to maintain the financial integrity of the annual County budget which is adopted by Commissioners' Court in September of each year and which is effective in January of the following year. The budget which will be adopted in [September 2015](#) will be effective on [January 2016](#).

The purpose of this memorandum is to advise all Officials and Department Heads that effective immediately all personnel related items not in compliance with this policy will not be considered for inclusion on the regular agenda for Commissioners' Court.

Personnel related items that are considered an immediate business necessity due to an emergency may be considered; however, will require prior approval from the Executive Office or Commissioner's Court before being placed on the agenda for consideration.

All Personnel Adjustment Requests Forms which have been submitted to the Department of Human Resources will be considered and addressed only during the current budget process.