

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

August 15, 1991

HUMAN RESOURCE MEMORANDUM 26-91

TO: Agency/Department Heads, Personnel Managers,
Directors of Administrative Services

SUBJECT: FY 91/92 Hiring Freeze

REFERENCE: Executive Order 9 - FY 91/92

The purpose of this memorandum is to provide instruction to agencies and departments on limitations to the filling of all positions wholly or in part funded by the General Fund.

No vacancy may be filled for positions funded wholly or in part by the General Fund regardless of type (permanent, seasonal, intermittent, project, acting capacity, etc.); unless one of the following exemptions applies:

- (a) Department of Mental Health and Mental Retardation institutional direct care positions or classifications;
- (b) State Police Trooper and Officer classifications or positions;
- (c) Classifications or positions responsible for the care and custody of inmates of the State's correctional facilities;
- (d) Teaching and direct care classifications or positions at educational facilities operated by the State;
- (e) Classifications or positions that would cause significant loss of revenue to the State if left vacant;
- (f) Other classifications or positions required to protect the well-being of the public or wards of the State;
- (g) Positions that will result in an unreasonable hardship to the operations of an agency if not immediately filled.

Exemption Requests

Positions that are not funded wholly or in part by the General Fund do not require approval from the Governor's Office. Submit a Form 15, "Requisition for Employee" to the Bureau of Human Resources. When funding is verified, agencies will receive approval to fill the position.

Agencies may request authority to fill all general fund positions within a classification that meet one of the above exception criteria by submitting the classification titles to the Bureau of Human Resources for verification of their exception status by the Governor's Office or designee. All prior classification exceptions must be resubmitted for review and approval by the Governor's Office.

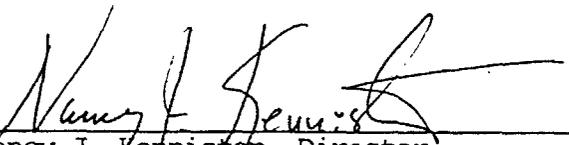
Agencies may request authorization to fill individual positions that meet any of the exception criteria by submitting a Form 15 "Requisition for Employee" and a completed "Request for Hiring Freeze Exception" form to the Bureau of Human Resources. All decisions will be made by the Governor's Office or designee.

Acting Capacity, Temporary Compensation and Project Appointments

All acting capacity and project appointments to positions funded wholly or in part by the general appointments to positions funded wholly or in part by the general fund are subject to the above hiring freeze guidelines. Classification blanket exemptions may be used as authority for temporary appointments, provided that all appropriate budgetary approvals have been acquired.

Authorization to fill positions is contingent upon the receipt of all necessary budget approvals. Any approved acting capacity appointment that requires the establishment of a "T" position from the Bureau of the Budget is contingent upon that approval. Appropriate budget forms must accompany any hiring freeze exception request.

Extensions to all temporary appointments, including acting capacity and project appointments, require the same approval(s) as the original temporary appointment.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES