

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

January 9, 1995

(ADDENDUM 1-95A DATED
1/24/95 FOLLOWS)

HUMAN RESOURCES MEMORANDUM 1-95

TO: Agency Heads, Directors of Administrative Services, Personnel Officers and Managers
SUBJECT: Hiring Freeze for the Remainder of FY 94/95

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REFERENCE: Executive Order 5 FY 94/95

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

General Provisions

No positions that are funded from the General Fund in whole or in part that are vacant or that become vacant as of the effective date of the above referenced Executive Order may be filled on a permanent or temporary basis without prior approval of the Governor's Office.

All positions will be individually evaluated and no blanket exemptions will be given.

All temporary appointments that are scheduled to end prior to June 30, 1995 will not be extended without prior approval of the Governor's Office.

This memorandum does not void any offers for employment that have been made to candidates under previous policies.

This memorandum does not void any approvals that have already been granted by the Governor's Office to fill individual positions.

Appointments Not Covered By This Hiring Freeze

Agencies may fill any position that is not funded wholly or in part by the General Fund. Additionally, agencies may internally transfer employees within the same classification, provided the transfer does not result in increased expenditures within the General Fund. As example, an agency may internally transfer an employee from one General Fund position to another without obtaining approval from the Governor's Office, but an agency may not transfer an employee from a different funding source into a General Fund position without first obtaining approval from the Governor's Office.

Exception Requests

Agencies may request authorization to fill positions by submitting a "Request for Hiring Freeze Exception" form to the Bureau of Human Resources. Requests to fill all positions except direct hire positions must also be accompanied by a Form PER 15. All decisions will be made by the Governor's Office or designee.

Use and Extension of Temporary Appointments

All forms of temporary appointments, including acting capacity, temporary compensation and project appointments, are limited to emergency situations that cannot be met with permanent staffing and all are subject to the provisions of this memorandum. All efforts must be made to assign duties to higher level positions in lieu of positions for which temporary compensation would be required.

If a department or agency requests to make or extend an acting capacity appointment to a position from which an employee is currently being paid, a memorandum that identifies salary savings must accompany the "Request for Hiring Freeze Exception" form. Salary savings memoranda are subject to approval by the Bureau of the Budget.

Requests to extend acting capacity or project appointments need to be made well in advance of the appointment end date with a "Request for Hiring Freeze Exception" form, describing the impact the vacancy will have on the well-being of either the public or a ward of the State, or on the critical operations of the agency or department. No employee may be employed beyond the current end date unless approval for extension is received and approved in advance.

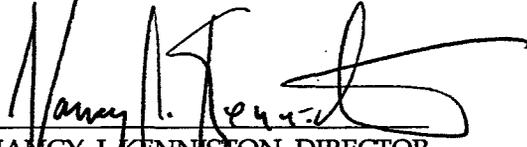
Documentation Required Prior to Payroll Authorization

For direct hire positions, a copy of the approved "Request for Hiring Freeze Exception" form must be submitted to this Bureau with all other supporting documentation when the employment transaction is entered on the MFASIS system. For competitive positions, a valid Employment Certification Form PER17 serves as documentation that hiring freeze exception has been obtained.

Recruitment to Establish Employment Registers

This Bureau will continue to accept applications for employment for the purpose of placing people on employment registers for classifications currently open to recruitment. No classification that is currently closed to recruitment will be opened to recruitment or advertised until approval to fill the position has been granted.

Thank you.


NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

January 24, 1995

HUMAN RESOURCES MEMORANDUM 1-95A

TO: Agency Heads, Directors of Administrative Services, Personnel Officers and Managers

SUBJECT: Hiring Freeze

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The purpose of this memorandum is to inform all agencies of a change to the transitional instructions of HR Memo 1-95. HR Memo 1-95 allowed agencies to fill positions that had already been approved for filling by the previous administration. This transitional provision is rescinded immediately, and replaced with the following:

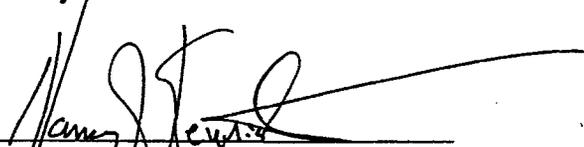
Any department or agency that has officially notified an individual as of the date of this memorandum that he or she has been selected to fill a position may complete that action. A copy of the written employment offer, dated on or before the date of this memorandum, must accompany other required documentation when the hiring transaction is processed on MFASIS.

No other positions funded in whole or in part by the General Fund may be filled unless approval is received through the hiring freeze exception process outlined in HR Memo 1-95.

All outstanding certifications will be canceled. No certifications will be released by the Bureau of Human Resources unless an exception request has been approved by the Governor's Office.

NOTE: The Governor's Office will be developing and distributing revised forms in the very near future. In the meantime, please continue to submit exception requests as per the prior process.

Thank you.


NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources