

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

May 6, 1991

HUMAN RESOURCES MEMORANDUM 12-91

TO: All Agency/Department Heads, Personnel Officers

SUBJECT: Hiring Freeze and Pending Certifications

The Governor has signed Executive Order 14 FY 1990/91 which freezes the filling of all positions except positions that are 100% federally funded.

All prior approvals to exempt positions from the hiring freeze including all blanket exemptions are cancelled immediately, unless a job offer has already been made to a candidate.

No positions may be filled in any manner until a new freeze exemption request has been submitted to and approved by the Governor's Office. Requests for blanket exemptions will not be approved. Each position will be reviewed on its own merit.

Requests to fill federally funded positions must be submitted to this Bureau, so that verification of funding source can be made prior to releasing the position from the current hiring freeze. A Form 15, clearly showing funding source, is required even if the position is Direct Hire.

All outstanding certifications are frozen and cannot be used as authorization to fill a vacancy unless and until approval has been granted by the Governor's Office, or unless a hiring commitment has been made on or before May 3rd. Re-submission must clearly indicate "Holding Certification."

In the event that a hiring commitment has already been made, attach a cover memorandum to the returned certification indicating the circumstances, including the date on which the job offer was made to the candidate.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES