

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

February 10, 1993

HUMAN RESOURCES MEMORANDUM 3-93

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

SUBJECT: Hiring Freeze for the Remainder of FY 92/93

REFERENCE: Executive Order 7 FY 92/93

Purpose: 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.

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All blanket exemptions that were granted by previous hiring freeze policy are rescinded.

This memorandum does not void any offers for employment that have already 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.

Transitional Provision

Offers for employment that have already been made under previous policies will be honored. A memorandum stating the date that an offer was made to the employee must be submitted to this Bureau when the employment transaction is entered on MFASIS. No appointments to General Fund positions will be authorized without either an approved "Freeze Exception Request" or the above referenced memorandum.

Actions Not Covered by 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. For example, an agency may internally transfer an employee from one General Fund position to another in the same classification without obtaining approval from the Governor's Office, but an agency cannot transfer an employee from a different fund 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 AFSCME 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 should 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 memo identifying salary savings must be approved by the State Budget Officer.

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 department. No employee may be employed beyond the current end date unless approval for extension is received in advance.

A copy of the approved "Request for Hiring Freeze Exception" form must be submitted to this Bureau with all other supporting paperwork for the use or extension of temporary appointments.

Recruitment to Establish Employment Registers

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

Thank you.


NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources