

**INTER-DEPARTMENTAL MEMORANDUM  
BUREAU OF HUMAN RESOURCES  
State House Station #4**

May 1, 1995

**HUMAN RESOURCES MEMORANDUM 6-95**

**TO:** Commissioners and Agency Heads

**SUBJECT:** Temporary Employment to Appointive Positions

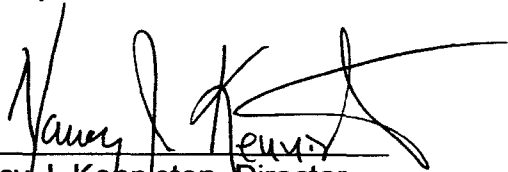
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As agency heads continue to search for their top management teams, it may be necessary from time to time to place career State employees into appointive positions temporarily, until recruitment and selection efforts can be completed. Currently, these "acting appointments" must be submitted through the standard hiring freeze exemption process. This may cause undue delays in making these necessary, but temporary, appointments.

The purpose of this memorandum is to inform all cabinet officials that approval to make temporary appointments of career employees to appointive positions may be submitted directly to the Governor's Office for approval. This expedited procedure may be used only when the agency is willing to assure that it will not be necessary to fill behind the permanent employee for the duration of the temporary assignment.

In order to allow this bureau to identify appointments that have been approved in this manner, please make your request in writing to the Governor's Office via memorandum, and submit a copy of the approved memorandum to this bureau when processing the temporary salary change on the MFASIS HR system.

Thank you.



Nancy J. Kehnston, Director  
BUREAU OF HUMAN RESOURCES