

## **Hiring Freeze Policy**

**#G89-01**

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Amendment Date: 4/13/11, 5/8/13

### **INTRODUCTION**

In an effort to maintain a balance of satisfactory service to the County public in the face of dwindling revenues and revenue sources, cost-saving measures need to be developed and exercised. One such measure is to develop and adopt a comprehensive hiring freeze policy which will enable the County department heads and elected officials along with the County Board of Commissioners an opportunity to examine department functions and services in conjunction with cost reduction efforts.

### **DEFINITION OF POSITIONS**

1. Positions Covered
  - a) All full time employees
  - b) All regular part-time employees who are regularly scheduled for 20 or more hours per week with eligibility for some fringe benefits.
2. Positions Not Covered
  - a) Temporary employees
  - b) Part-time employees who work less than 20 hours per week and are not eligible for any fringe benefits
  - c) "On-call" employees

### **FREEZE PROCEDURE**

1. All requests to replace a covered position shall be made to the County Administrator.
2. The County Administrator may authorize a department to fill a position that is currently budgeted. The Administrator may also authorize a reorganization of the department which meets the staffing needs of the department, fits within the current and projected budgets and does not reclassify an existing employee.
3. The Administrator may place a request to fill a position on the next Personnel/Ways and Means Committee agenda.
4. Any request for additional staffing or reclassification of existing staff must be presented to the Personnel/Ways and Means Committee in writing at least two weeks in advance of the meeting.

**SCOPE OF HIRING FREEZE**

This hiring freeze covers all general fund and non-general fund departments which have employees carried on the County payroll.

**TEMPORARY EMPLOYEES**

1. Department heads and elected officials may continue to hire temporary employees to fill positions temporarily vacated due to medical or personal leave reasons providing that the employee normally filling the position is drawing Sickness and Accident benefits (or workers compensation) or is not drawing leave time while on personal leave. Filling positions with temporary replacements for employees who are on vacation and drawing leave time will not be permitted.
2. Department heads and elected officials who have budgeted and scheduled temporary employees for seasonal work or special cyclical duties may continue hiring such temporary employees.
3. Department heads and elected officials in those departments that utilize them may continue to hire temporary employees carried on an “on-call” basis as budgeted.
4. Temporaries may be hired to fill vacated positions during the sixty-day waiting period if the funding is in the department budget.