

## FY 2012 Hiring Freeze Policy

All positions currently vacant or that become vacant in the future will be subject to a hiring freeze. This freeze will be in effect through June 30, 2012.

If a position becomes vacant and an elected/judicial officer or department director determines that hiring of the position cannot be delayed, the elected/judicial officer or department director will contact the Office of Management and Budget (OMB). Only positions that meet one or more of the following criteria will be considered for exemption to this freeze:

- Positions that provide direct and critical public health and/or safety services,
- Positions that are essential to revenue collection,
- Positions that are grant-funded and required to maintain compliance with the grant, and
- Positions that perform specific critical administrative or support functions that, if not filled will jeopardize the elected/judicial office or department's ability to provide mandated services.

Elected/judicial officers and department directors may request blanket exemptions for groups of positions with the same market range title, fund, etc. OMB will apply the above standards to these requests, and will consider the *Policy on Use of Employee Furloughs for Budget Balancing* (approved May 6, 2009) as applicable.

The utilization of contract staff, staff augmentation or other forms of procured human resources is also subject to the hiring freeze. Procured human resources associated with approved capital projects are exempt from the hiring freeze.

If OMB and the elected/judicial officer or department director are in disagreement, the elected/judicial officer or department director may appeal the decision to the County Manager. If still unresolved, an elected/judicial officer may bring the item to the Board of Supervisors on an agenda.

Elected/judicial officers and department directors are required to meet or exceed the budgeted salary savings specified in their budgets. In order to meet this requirement, positions authorized for recruitment during this hiring freeze may need to be held vacant for a period of time until budgeted salary savings is met.

Hiring freeze exemption request authority may be delegated by an elected/judicial officer or department director.