

GUIDELINES

FOR CONTROLLING THE FILLING OF VACANT POSITIONS

Effective January 15, 2009 and until further notice, vacant positions in the Executive Branch of State Government, with the exception of those for which prior written commitments have been made, may not be filled without prior written approval of the department head of the agency. In applying the order, the department head may make exceptions for education and emergency situations; critical law enforcement, public health, public safety and custody and/or care of persons for whom the state is responsible, as specified below.

Guidelines for those positions subject to Executive Order Number 6 are:

1. This limitation applies to permanent positions, including time-limited positions, that are partially or totally funded from general funds, highway funds, federal funds or departmental receipts in which not filling the position would result in a savings in the General Fund or Highway Fund.
2. This limitation does not apply to positions in non-state agencies, which receive state support, local public school positions, community college or technical institution positions, or positions in the university system.
3. No promotions, reallocations (position reclassifications), career-banding adjustments, in-range adjustments or other salary adjustments may be made except as specifically approved by the department head as an extraordinary exception to this directive. Reversion targets for state agencies will not be modified as a result of any such exceptions granted by department heads under this directive. This limitation includes positions now filled by an employee in training where the position is currently budgeted at a higher level.
4. Temporary employees may be hired if the funds to support them are currently budgeted in a temporary or seasonal salary line.
5. If a temporary position is supported from funds budgeted for permanent salaries, it is subject to the same standards and review procedures as for filling vacancies.
6. The exceptions for education and emergency situations, critical law enforcement, public health and public safety apply only for positions directly responsible for education, health and public safety. Administrative and similar positions in these agencies are not exempt from the limitation.
7. This limitation does not apply to vacancies existing because individuals are on, or obtain, leave without pay in accordance with personnel policies.
8. Agencies shall report to Office of State Budget and Management each Friday beginning January 30, 2009 on all exceptions made under this directive.