



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF THE SECRETARY

To: State Agency Heads

From: Benjamin Barnes, Secretary

A handwritten signature in blue ink, appearing to read "Benjamin Barnes".

Date: April 29, 2011

Subject: Updated Hiring Freeze Guidelines

As you are aware, the State faces a very difficult and challenging financial situation for the upcoming biennium. In January, my office issued a memo concerning the status of the hiring freeze that is currently in effect. That memo addressed the guidelines concerning the establishment and refills of positions. Due to the uncertainty of achieving budgeted labor-management savings for the upcoming biennium, the following provisions will be added to the hiring freeze guidelines effective immediately:

- **All Funds Are Covered:** Positions funded through federal, non-appropriated and revolving funds are included. No funds are exempt from this freeze.
- **All Positions Are Covered:** In the past, positions that were considered direct care, public health and safety or revenue-generating may have been exempt from the hiring freeze. This will no longer be the case. We will review all positions on a case-by-case basis.
- **Refill Extensions:** These will not be done automatically; each will be reviewed on a case-by-case basis.
- **Increases in Hours:** These requests will be reviewed in the context of overtime savings that will be achieved and will be reviewed on a case-by-case basis.
- **Promotions:** All discretionary promotions and reclassifications of positions are included in this freeze.
- **Automatic Refill:** There will be no automatic refill of positions. Each position request will be reviewed by OPM.
- **Temporary Worker Retirees:** No new temporary worker retirees or extensions of temporary worker retiree positions will be granted unless specifically authorized by OPM.
- **Previously Authorized Positions:** Previously approved refill authorization for most currently vacant positions has been rescinded. OPM will notify you of any exceptions which have been granted. Bona fide commitment letters dated on or before the date of this memo will be honored. Copies of such letters should be sent to your agency's budget analyst.

While we recognize that some positions are essential for critical agency operations, OPM will consider each request on a case-by-case basis. Agencies must submit complete justifications as to why a critical position needs to be filled. Justifications must include detailed explanations of need; implications of not filling the position and refill alternatives that have been considered.

In closing, as we face the current financial situation of the State it is essential that we consider the most cost effective and efficient alternatives to conducting our business. We are also requesting that the higher education constituent units and Judicial and Legislative branch agencies implement similar measures.

cc: Agency Human Resources Directors