STATE OF ARKANSAS
Department of Finance and Administration

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MEMORANDUM

TO: All State Agency Directors, Personnel Contacts, Boards, Commissions, and Presidents/Chancellors of State Supported Institutions of Higher Education and Human Resource Representatives

FROM: Kay Barnhill Terry Kay B. Terry
State Personnel Administrator

DATE: January 28, 2015

SUBJECT: Hiring Freeze Process

Pursuant to Governor Hutchinson's Executive Order 15-01, a hiring freeze is in effect to promote the fiscal efficiency and financial integrity of state government. All state offices, departments, and agencies will refrain from filling positions unless a legitimate business need requires the position to be filled.

All state offices, departments, and agencies will continue to submit hiring freeze exception requests to fill vacant positions to the Office of Personnel Management (OPM). OPM will use the current Hiring Freeze Exception Request Form until further notice. Agencies need to include sufficient information on the Hiring Freeze Exception Request Form for a reviewer to make an informed determination relating to the legitimate business need for the requested position. Justifications should explain how filling the position will advance the public interest, as well as the financial and operational advantages the agency expects to accrue.

Agencies will transmit a complete Hiring Freeze Exception Request Form to the OPM-CC-Forms@dfa.arkansas.gov email address; incomplete forms will not be accepted. OPM will notify you once your request has been approved. If the request is approved, your agency may proceed to advertise the position. Please be aware that positions should not be advertised until a freeze request has been approved.

The following are exempted from the hiring freeze process:

- Positions or position classifications for which a hiring freeze exemption has been requested and authorized for the current fiscal year;
- Positions that are fully funded with federal dollars;
- Extra help positions;
- Members of the Legislature or employees of the legislative branch;

- Justices, judges, or employees of the judicial branch;
- Institutions of higher learning;
- Constitutional officers and their employees;
- Members and employees of boards and commissions that receive no general revenue funding;
- The Arkansas Highway and Transportation Department; and,
- The Arkansas Game and Fish Commission.

If there are any questions regarding the hiring freeze process, please contact Kay Barnhill Terry or your personnel analyst at OPM.