

Department of Finance and Administration Office of Personnel Management

Policy Title: **Hiring Freeze and Job Advertisement**

Policy Number: **8**

Authority: **Governor's Executive Order 15-01 and DFA Hiring Freeze Memo dated August 21, 2017**

Revised: **October 16, 2017**

Unfreezing a Vacant Position

When a position is vacant, a state agency may need to fill that position in order to continue the efficient operation of the agency. The hiring freeze process involves the use of threshold amounts for agencies to determine whether the agency is subject to hiring freeze approval.

The Office of Personnel Management (OPM) has established employee and salary threshold amounts for each agency. The employee threshold amount is the number of full-time positions occupied in each agency on a specific date and does not include extra-help. The salary threshold amount is the estimated total base wages for each agency based on a specific payroll and does not include payments for differentials, extra-help, career service payments, leave payouts or other such wage types.

If an agency stays below both threshold amounts, the agency is not required to request hiring freeze approval to fill vacant positions; however, agencies will report to OPM all positions that are exempt from being advertised that they wish to fill. If an agency exceeds either threshold amount, then the agency must request hiring freeze approval from the Governor to fill any vacant position.

OPM will monitor each agency's threshold status no less than monthly.

Advertising a Vacant Position

A state agency must advertise all job vacancies unless an exception is granted by OPM and all job vacancies must be advertised on the Arkansas Government Jobs website (ARSTATEJOBS). See <https://www.ark.org/arstatejobs/index.php>.

All positions required to be advertised must be posted for a minimum of 5 business days; however, an agency may advertise a position for longer.

It is the responsibility of each agency to ensure the information posted on the Arkansas Government Jobs website is accurate and current information. An agency must not advertise a vacancy without the approval of the Governor's Hiring Freeze Committee.

The following grades and/or positions are not required to be advertised:

1. General Salaries – GS13 and above
2. Information Technology Salaries – IT08 and above
3. Medical Professional Salaries – MP03 and above
4. All Senior Executive Salaries

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5. Extra help
6. Emergency hires
7. Any other position authorized by the Governor

Emergency Hire

A position designated as an emergency hire must have approval before the position can be filled. An emergency hire is only permitted when the delay of advertising a vacancy would have an immediate effect on the public peace, health and safety.

An agency must submit the Emergency Hire Request form to OPM for approval by the State Personnel Administrator. The agency must provide a detailed explanation of the need for an emergency hire and the applicant's completed state application. Once the agency receives approval from OPM, the applicant may be hired.

Internal Advertising

Agencies that want to advertise a vacant position to only employees of their agency must submit an Internal Advertising Approval Request form to OPM for approval prior to posting the vacancy.

Filling a Vacant Position

Applicants must submit applications through either the Arkansas Government Jobs website or a paper copy to the agency listing the vacancy. Generally, the agency's human resources office is responsible for screening all applications to determine which applicants meet the minimum qualifications. The list of applicants who meet the minimum qualifications is sent to the hiring official to establish an interview list and ultimately select the candidate. See Policy 42, for more information about minimum qualifications.

Falsifying an Application

A state employee who is found to have falsified his or her employment application by alleging to have earned a college degree which was not earned will be immediately terminated from employment.