



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: Agency Human Resource Personnel

FROM: Kay B. Terry
State Personnel Administrator

DATE: August 26, 2009

SUBJECT: Hiring Freeze Exception Requests

As mentioned in my memo dated June 16, 2009, all hiring freezes must be submitted for review and approval regardless of grade or length of time for which the position has been vacant. This includes all positions on the Career Service Pay Plan and the Professional and Executive Pay Plan.

New procedures have been developed for the hiring freeze process. Requests to fill positions vacated for any reason, except retirement, will be submitted using the updated Hiring Freeze Exception Request form, OPM Form 027 which is attached.

Hiring freeze exception requests may be submitted in an electronic format to your agencies OPM personnel analyst. Requests may also be submitted in hard copy via messenger service, mail, or fax. The OPM fax number is 501-682-5104.

Procedures to fill a position vacated by retirement have also changed to comply with Arkansas Code 21-5-212(c). When a position has been vacated by the retirement of an employee, agencies and institutions must submit a request to fill the position using the attached OPM Form 100, Request to Fill a Position Vacated by Retirement.

Requests to fill positions vacated by retirement may be submitted in an electronic format to Don Lukas, DFA Senior State Personnel Analyst. Requests may also be submitted in hard copy via messenger service, mail, or fax. The OPM fax number is 501-682-5104.

Both of the new OPM forms are available for download in the forms section of the OPM web site.
http://www.accessarkansas.org/dfa/personnel_mgmt/opm_forms.html

If you have any questions contact Don Lukas at 501-682-5139, don.lukas@dfa.arkansas.gov, or your personnel analyst at 501-682-1753.

attachments (3)