

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Hiring Freezes	<b>Policy Number:</b> 30.13
<b>Citation:</b> Executive Order 15-01	<b>Forms:</b> Hiring Freeze Exception Request <a href="http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx">http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx</a>

### Purpose

All vacated positions on the Career Service Pay Plan and the Professional and Executive Pay Plan shall be submitted to the Office of Personnel Management (OPM) for review by the Governor's Hiring Freeze Committee prior to filling the position.

### Specific Provisions

All hiring freezes shall be submitted for review and approval regardless of grade or length of time for which the position has been vacant. All positions vacated in state agencies, boards, and commissions on the Career Service Pay Plan and the Professional and Executive Pay Plan, and including positions vacated due to retirement in institutions of higher education, shall be submitted to OPM for review by the Governor's Hiring Freeze Committee.

Requests shall be submitted on the Hiring Freeze Exception Request form. All requests shall include a legitimate business need for filling the position. Positions shall not be advertised until freeze approval has been obtained. A position designated as an emergency hire must have hiring freeze approval before the position can be filled. The position is not required to be advertised; however, the applicant must fill out an application.

State offices, departments, and agencies excluded from this Executive Order include:

1. The Arkansas General Assembly and their employees;
2. The Arkansas Supreme Court, Courts of Appeal, or any position in the Judicial branch of Arkansas State Government;
3. Officers, employees, and academic personnel of State Institutions of Higher Education;
4. All constitutional offices in Arkansas State Government;
5. Members and staff of multimember boards, commissions, or committees;
6. Employees of the Arkansas Highway and Transportation Department;
7. Employees of the Arkansas Game and Fish Commission; and
8. Positions that are 100% federally-funded.

<b>Policy Title:</b> Hiring Freezes	<b>Policy Number:</b> 30.13
--	--------------------------------

Any of these offices, departments, or agencies exempt from this Executive Order may voluntarily agree to be covered by the provisions of this Order.

Revised March 18, 2015