

Office of Personnel Management

Policy

Policy Title: Emergency Hire	Policy Number: 30.07
Citation: Office of Personnel Management Operating Procedure	Forms: Emergency Hire Request Form http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx

Purpose

It is the policy of the Governor to ensure equal opportunities in the recruitment and selection for all state jobs. Therefore, emergency hire, without the benefit of minimum advertising, is the least desirable method of filling state positions and will only be approved on rare occasions.

Specific Provisions

Emergency hiring shall only be used when the delay of having to advertise the position would have an immediate effect on public peace, health and safety. The requesting agency shall submit the Emergency Hire Request form to the Office of Personnel Management (OPM) for review and approval by OPM and the Chief Fiscal Officer of the State. The agency shall provide a detailed explanation of the need for an emergency hire and also submit the completed state application of the applicant.

Agency directors shall certify that the qualifications of the applicant meet the minimum qualifications as stated on the classification specification.

Once the approved Emergency Hire Request form is returned to the agency, the applicant may be hired.

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.

Revised March 18, 2015