

February 3, 2009
Board Item # D-5



Countywide Hiring Freeze



Possible Countywide Hiring Freeze

- **The Board requested staff agendize a discussion regarding a possible mandatory Countywide hiring freeze**
- **The Board made the request made in light of the current extreme economic conditions at both the State and local levels**
- **The purpose of the presentation is to review a variety of options available to the Board in considering a hiring freeze**



Policy Decisions for Board Consideration:

- **Whether to implement a hiring freeze**
- **If implementing a hiring freeze, determine the scope of the freeze**
- **Determine the disposition of current recruitments:**
 - **Open recruitments in progress**
 - **Closed recruitments for which no job offer has been made**
 - **Closed recruitments from which job offers have already been made**

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Options for Implementing a Hiring Freeze:

1. Implement a hard hiring freeze with no exemptions for an unspecified period of time
2. Implement a hard hiring freeze with no exemptions for a specified period of time (i.e., just prior to the end of the current fiscal year)
3. Implement a hiring freeze for an unspecified period of time with certain exemptions from the freeze
4. Implement a hiring freeze for a specified period of time with certain exemptions from the freeze



Hard Hiring Freeze:

- All hiring would be suspended
- No exceptions – no exemptions
- Funded vacancies could only be filled by employees affected by any workforce reductions (opportunity for restructuring for efficiency)
- This option provides the maximum savings
- Review in six months for any modifications
- Important to remember in layoff situation – last employees hired are the first to be laid off

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Hiring Freeze with Exemptions:

Typical exemptions would include:

- **Positions required to maintain mandatory staffing in institutions**
- **Positions where overtime costs would exceed the cost of filling a vacancy**
- **Positions needed to meet constant staffing requirements (such as Fire)**
- **Positions required to staff 24/7 facilities or operations**

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Additional Exemptions for Board Consideration:

- **Non-General Fund positions**
- **Revenue-generating positions**
- **Elections Division positions in the event an election is directed by the State or the Board**

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Scope of a Freeze with Exemptions would Include freezing the following:

- **Hiring extra help and temporary help**
- **Departmental promotions**
- **Inter-departmental transfers**
- **Allocation of part-time employees to more fully-funded positions (i.e., .75/full time)**
- **Hiring Contractors on Payroll (COP)**
- **Transitioning regular employees into COP positions**
- **Voluntary demotions**
- **Temporary and provisional appointments**
- **Allocation of positions to higher-paid classifications**

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Consider Disposition of Current Recruitments:

- **Close recruitments currently in progress**
- **Suspend closed recruitments for which no job offer has been made – no job offers may be made**
- **Honor/rescind pending job offers**

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