

Hiring Freeze Procedures – March 31, 2020

HIRING FREEZE MANDATE

- **Effective immediately** Mayor Frey has ordered a Hiring Freeze for all City departments until further notice. The Hiring Freeze applies to any type of hiring for all appointed and classified positions, temporary and outside trades employment, internships, and independent contractors.
- The hiring freeze allows the City to focus on ensuring adequate staffing levels for critical job functions, be fiscally prudent at a time when some work functions are changing, and to take steps to slow the spread of the coronavirus through additional measures at a time when remote onboarding is challenging. The hiring freeze is indefinite and may extend beyond the period of the City's emergency declaration.
- City departments must **suspend all hiring processes** where a job offer has not been extended and accepted. Any exceptions to this hiring freeze will require pre-approval by the Hiring Freeze Waiver Review Panel.
- The hiring freeze does not mean that your vacant positions are being eliminated. However, the Finance Department will reduce a department's budget to capture the dollars associated with a frozen vacancy. If/when a hiring freeze waiver is approved for a vacancy, the salary and fringe associated with that position will be restored to the department's budget for the remainder of the year.

Hiring Freeze Waiver Approval Process

- **To request a new hiring process**, hiring managers must first consult with their HR Business Partner/HRG to determine if a new employee is needed in order to provide an essential service per the criteria below.
- If there is an essential need, the Department Head must email a completed [Hiring Freeze Waiver Request](#) to [Deb Krueger](#) in Human Resources. The Hiring Freeze Waiver Review Panel will review the business case for the request, and either approve or deny the request in a timely fashion. Waiver denials may be considered by the Mayor's Office on a case-by-case basis. Department Heads must route all requests for appeal through Deb Krueger in Human Resources. No hiring process can begin until pre-approval has been obtained.
- **For hiring processes already in progress**, the hiring freeze applies to your current process unless a job offer had already been extended and accepted prior to March 31, 2020. If a job offer had **not** been extended and accepted by then, you must get approval before continuing the process using the steps outlined above.

Hiring Waiver Criteria

- The vacant position must be a Critical Worker, as defined within the Governor's [Critical Sectors jobs](#), which includes functions such as: public health, public safety, first response, animal control and vets, public utilities, communications, legal services, transportation and logistics, election support services, housing inspections, building code enforcement, construction trades, appraisers, financial services, telecommunications, building maintenance, and positions needed to maintain critical internal operations.
- Other criteria considerations will include: the ability to reassign employees from other departments, minimum staffing level requirements, the ability to fund the position(s), etc.