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MEMORANDUM

TO: Agency Human Resources Managers and Liaisons

FROM: Kathy Peckardt, Director, Human Resources *Kathy*

DATE: August 3, 2011

SUBJECT: Hiring Freeze

As outlined in a letter from the ADOA Director (August 2, 2011), we are making changes to the process of managing the hiring freeze. As part of these changes, each agency has been provided with a maximum headcount based on the agency's headcount (excluding board and commission members, interns, and pool positions) as of July 1, 2011, plus an additional 5%.

Every payday, the Human Resources Division will update our webpage and provide a current accounting of the agency's headcount in comparison to their maximum. Agencies will need to check this webpage on a regular basis and prior to taking any actions to fill positions. The webpage is available at www.hr.az.gov; then click on "HR Professional".

If the agency is able to manage the size of their workforce to keep their headcount below their maximum, they will no longer need to obtain ADOA's approval to fill positions, and the agency will not need to submit a "Justification to Fill" form.

However, if the size of the workforce is equal to or in excess of the maximum, the agency will be required to justify the need to fill every position (including those previously identified as exempt from the hiring freeze), and will be required to obtain ADOA approval prior to filling a position. This requirement to obtain approval from ADOA will be effective as long as the agency's headcount remains equal to or above the maximum. A revised form has been posted on the website previously mentioned and will need to be completed and forwarded by email to the ADOA Director's Office as indicated on the bottom of the form.

The revised process for managing the hiring freeze is expected to result in eliminating unnecessary bureaucracy and provide increased flexibility and productivity both for the agencies and for the Human Resources Division. It is also our expectation that all agencies will closely manage their workforce to remain equal to or below their maximum headcount. Thank you for your cooperation.