




STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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MEMORANDUM

TO: Agency Directors

FROM: Gary S. Sasse, Director
Department of Administration 

DATE : November 16, 2009

SUBJECT: IMMEDIATE FREEZE ON STATE HIRING

Due to the State's worsening fiscal status and to curtail expenditures, effective immediately and until further notice, a hard hiring freeze is implemented. This includes the creation of new positions and the filling of existing vacant positions.

Exceptions may be granted to the hiring freeze if one or more of the following conditions apply: 1) the position is 100% federally funded; 2) the position is required by legal mandate, federal mandate or court order; and/or 3) the position has a direct and current impact on the revenue generating capability of the State, and/or 4) the position is directly critical to protect the health and safety of citizens, including residents of a state institution. Preference is to be given to existing State employees when filling positions that are authorized as exceptions.

While agencies are expected to reduce or freeze positions as vacancies occur, the Division of Human Resources is available to work with you to assist in identifying ways to utilize existing staff to address the needs of your agency.

Should you have any questions, feel free to contact Melanie Marcaccio, Deputy Personnel Administrator, at 222-2160 or Rosemary Booth Gallogly, Budget Officer, at 222-6300.

GSS:mm

Xc: R. Booth Gallogly
S. Johnston
A. Bucci
M. Marcaccio