



WHATCOM COUNTY
EXECUTIVE ORDER 2008-03

Selective Hiring Freeze

WHEREAS, the County Executive recognizes that due to increasing costs and declining revenues there is an immediate need to impose restrictions on expenditures from the 2007-2008 budget, and,

WHEREAS, a selective hiring freeze throughout all Whatcom County Offices and departments is an effective means to reduce costs and conserve limited funds,

NOW, THEREFORE, BY VIRTUE OF THE POWER VESTED IN ME BY THE HOME RULE CHARTER AND THE COUNTY CODE FOR WHATCOM COUNTY, I HEREBY ORDER, EFFECTIVE JULY 11TH, IMPLEMENTATION OF THE ATTACHED "SELECTIVE HIRING FREEZE" POLICY.

Dated this 10TH day of July, 2008.


Pete Kremen, Whatcom County Executive

SELECTIVE HIRING FREEZE

Effective July 11, 2008

Effective immediately and until further notice, unfilled positions are to remain **unfilled for a period of at least 90 days**.

This "freeze" also applies to current position openings that have already received Executive approval, including subsequent vacancies. Recruitment activity shall cease immediately on all position openings currently underway, except in specific cases where the Executive's Office has given "freeze-exception" authorization.

After the 90-day period, Elected Officials or Department Heads may request to fill a vacancy in their department by submitting a revised HR Requisition and providing written explanation as to the necessity of filling the position.

This request should address the following:

- 1) What specific results will not be attained if this position goes unfilled in the long-term?
- 2) What other alternatives have you considered to filling the position?
 - Could department services be re-prioritized or reduced? If not, why not?
 - Could another employee be transferred or duties reassigned? If not, why not?

Also, effective immediately, the Executive will implement line item control over all Salary and Wages and Benefits lines (account #'s 6100 through 6290).

Departments must not expend beyond the line item appropriation for individual budget lines.

For example, expenditure authority for Salaries and Wages shall not be used to supplement expenditure authority in approved Overtime lines. For any proposed exceptions, departments will submit a budget transfer request form to the Executive's office for authorization prior to over-expending any salary line.



ADMINISTRATIVE SERVICES HUMAN RESOURCES
HUMAN RESOURCES REQUISITION
 EFFECTIVE JULY 11, 2008

Requisition #		Work Location	
Department		Fund / Cost Center	
Position ID		Job Title	
Pay Range		Area of Assignment (if appropriate)	
Full Time Equivalent (FTE) or Temporary		Hours and Days of Work	
Title of Supervisor of Position		Union Contract or Group	
Date to Fill Position (must go unfilled 90 days)		Person to Contact re: Employment Process	
Is position funded by a grant or fees?	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes, fully grant or fee funded until		
	<input type="checkbox"/> Yes, partially grant or fee funded until (percent funded:))		
Is position eligible for benefits?	<input type="checkbox"/> Full Benefits <input type="checkbox"/> Not Eligible <input type="checkbox"/> Other		
	<i>Transfers will bring vacation & sick leave hours unless other agreement reached.</i>		
Reason for Request:	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion		
	Name of employee:		Final work day:
<p>1) What specific results will not be attained if this position goes unfilled in the long term?</p> <p>2) What other alternatives have you considered to filling this position?</p> <ul style="list-style-type: none"> • Could department services be re-prioritized or reduced? If not, why not? • Could another employee be transferred or duties reassigned? If not, why not? 			
Requested By		Date	
Department Head		Date	
Human Resources		Date	
Approved By: Executive's Office		Date	