TO: Agency and Department Heads

FROM: Beth Fastiggi , Commissioner, Department of Human Resources

DATE: April 16, 2020

RE: Hiring Freeze

On Wednesday April 15, 2020, Commissioner of Finance & Management, Adam Greshin, issued a memo “FY20 Supplemental Budget Adjustment Instructions and Interim Operations Related to COVID-19.” Included in that memo is a directive indicating an immediate hiring freeze. This applies to all positions regardless of the source of funding. My department will be working closely with the Secretary of Administration and Department of Finance and Management to implement the hiring freeze. This freeze includes all vacant or soon to be vacant classified, exempt, and temporary positions, including positions that are currently under recruitment. Positions can only be filled with written permission from the Secretary of Administration.

All requests to fill positions will be reviewed on an individual basis. It is an expectation that you will only seek approval to fill positions that are truly critical in nature.

Instead of categorically excluding specific programs, facilities, or functions from the freeze, we expect you to identify those areas in your organization that should be given blanket approval to fill. It will be to your benefit to very carefully consider such requests before seeking blanket approval for any category of positions.

Exceptions

* If a verifiable job offer has been extended on or prior to April 16, 2020, you may fill the position. We will consider a verifiable job offer to be when a candidate is in “pre-offer” status in SuccessFactors or a written offer of employment has been made in the case of hires not recruited through SuccessFactors.
* A Reduction in Force (RIF) referral is in process.
* The position is directly related to COVID-19 response. Contact the [Talent Acquisition Specialist](https://humanresources.vermont.gov/content/recruiter-assignment-department) assigned to your department to verify if the position or positions is covered under this exception.

Specific Guidance

No pending or new requests for recruitment will be processed unless they are approved by the Secretary of Administration.

If you have a current, active job opening that you do not expect to ask for permission to fill at this time, please contact the [Talent Acquisition Specialist](https://humanresources.vermont.gov/content/recruiter-assignment-department) assigned to your Department to cancel that job posting. We can help with messaging candidates.

Current, active job openings that are not posted on the web will be placed “on hold” until they are approved by the Secretary of Administration.

* Interviews may be conducted with candidates placed in hiring manager review. However, no verbal or written offer of employment may be made or discussed with an applicant until approval to fill has been granted.
* These same restrictions will apply to positions (exempt or temporary) that are not recruited through SuccessFactors.
* Current job openings will remain posted on the web until their scheduled closing date and we will move eligible candidates into hiring manager review. Hiring managers may continue the recruitment process steps, but no verbal or written offers of employment may be made or discussed with an applicant until approval to fill has been granted.

In summary, these protocols allow you to maintain progress on filling your most mission-critical job openings in a timely manner. However, the ultimate requirement is that no job offers may be made or vacancies filled without written authorization from the Secretary of Administration.

Secretary Approval Process:

If there is a compelling business reason to immediately recruit for or fill a position, you may request approval from the Secretary of Administration to fill it, using the process outlined below:

The Agency Secretary or highest level of Appointing Authority will need to complete the “Request for Approval” form and send that to DHR.HiringFreeze2020@vermont.gov

If approved, the requestor will receive written authorization, which will be copied to the Field HR Administrator and Talent Acquisition Team. That authorization must be attached to the job opening (in SuccessFactors) by the Talent Acquisition Team before the job opening can be posted or filled (if previously posted).

Attached to this email you will find the form “Request for Hiring Approval” to request filling positions, including blanket approval requests. Once you have completed a request form, email the form to: DHR.HiringFreeze2020@vermont.gov

Questions about the hiring freeze or the process should be directed to the email address above.

DHR is committed to working with you and your team within the confines of these processes. If you have any questions, your department’s [Talent Acquisition Specialist](https://humanresources.vermont.gov/content/recruiter-assignment-department) or [Field HR Administrator](https://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator) is available to assist you.