



The Commonwealth of Massachusetts
Executive Office for
Administration and Finance
State House, Boston 02133

January 9, 2015

Dear Cabinet Secretaries:

It is critical that the Commonwealth takes immediate action to control spending as we continue to refine the size of the current budget gap and consider options to close the gap. As a result, it is necessary to implement a hiring freeze for all Executive Branch agencies. Certain positions critical for public health, direct care, public safety, returns from leave and those deemed necessary to be filled as part of the normal course of transition will be exempted from this freeze.

Please refer to the attached Interim Hiring Controls Policy from the Chief Human Resources Director, Paul Dietl, for further information about this policy.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristen Lepore".

Kristen Lepore
Secretary

cc: Division Directors and Agency Heads



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

KRISTEN LEPORE
Secretary

PAUL DIETL
Chief Human Resources Officer

MEMORANDUM

TO: Cabinet Secretaries, Division Directors and Agency Heads

CC: Human Resources Directors
Chief Financial Officers
Civil Rights Officers

FROM: Paul Dietl, Chief Human Resources Officer

DATE: January 9, 2015

RE: Interim Hiring Controls Policy

Background:

The current budgetary shortfall has made it clear that fiscal restraint is critical to maintaining the future health and stability of the Commonwealth. Controlling new hiring is one element that contributes towards that stability. The purpose of this memorandum is to provide detail regarding the hiring freeze which will be in effect until further notice.

Interim Hiring Controls Policy:

1. Effective immediately, new hires will be permitted only for the following positions and/or circumstances:
 - New hires in position titles specified on Attachment A of this memorandum, including certain direct care and public safety personnel;
 - Positions that must be filled pursuant to a court order;
 - Returns from leave (military leave, medical leave, family leave, industrial accident leave, unpaid leaves of absence, etc.);
 - Appointments made by the Governor pursuant to statute and those positions deemed necessary to fill as part of the normal course of transition (consistent with previous Administrations, all M-5's and above must be approved before an employment offer is made); and
 - Offers of employment made and accepted before January 9, 2015. Copies of signed acceptance letters must be placed in the employee's personnel file and will be subject to post hire compliance audits by the Human Resources Division's (HRD).

2. Positions in the exception categories detailed in Attachment A of this memorandum may be filled without further HRD or Fiscal Affairs Division (FAD) approval, provided that: 1) sufficient funding is available; 2) all current posting and appointment processes are followed; and 3) these titles are used appropriately.
3. Posted positions paid for using federal, capital, or trust account funding are not subject to the restrictions specified in part 1 of this memorandum and may be filled as needed, but Cabinet Secretaries, Agency Heads or Division Directors should make every effort to fill those positions with employees who are currently paid from operating funds.
4. Agencies should withdraw any current job postings that they will not be able to fill under the conditions of this memorandum. Current job applicants should be notified that job postings have been eliminated due to fiscal restraints.

Review and Audit:

During this hiring freeze, HRD and A&F will review all relevant reports to determine if hiring and other personnel transactions are in accordance with the requirements of this memorandum.

Other personnel actions to support agency operations during the freeze:

The following actions may continue to be implemented at the agency level so that agencies will have the flexibility to restructure their operations in view of the hiring freeze. It is critical to ensure, however, that duties must be assigned consistent with class specifications so that positions do not need to be reallocated. Any position reallocations have to be accomplished within an agency's spending plan and all delegation agreements with HRD.

- Non-Management Position Reallocations (maintenance)
- Non-Management Classification Appeals
- Personnel actions related to grievances
- Temporary assignments
- Promotions that do not result in a backfill

Contract Employees:

Agencies are prohibited from hiring new contract employees, and any existing consulting contracts should be reconsidered in light of your other funding priorities. While it is permissible to hire a consultant using capital, trust or federal funds, it is important to consider your agency's ability to use these funding sources instead to mitigate the impact of reduced operating budget funds.

Questions:

Questions about the various aspects of this policy may be directed to the following individuals at HRD:

MassHR Employee Service Center:

Lana Jerome, Director
(617) 878-9743

ODG: George Bibilos, Director
(617) 878-9727

ODEO: Sandra Borders, Director
(617) 878-9812

OER: John Langan, Deputy Director
(617) 878-9792

Attachment A

Public Safety & Direct Care Titles

1st Cl Power Plant Eng - CoGen
1st Class Power Plant Engineer
2nd Cl Power Plant Eng - CoGen
2nd Class Power Plant Engineer
3rd Cl Power Plant Eng - CoGen
3rd Class Power Plant Engineer
Bacteriologist I
Bacteriologist II
Bacteriologist III
Ben Elig & Refer Soc Wrk (A/B)
Ben Elig & Refer Soc Wrk (C)
Ben Elig & Ref Soc Wrk (D)
Biochemist
Campus Police Chief
Campus Police Officer I
Campus Police Officer II
Captain
Captain - DOC
Chaplain (A/B)
Chaplain (C)
Chemist I
Chemist II
Chemist III
Child Care Licensing Spec (C)
Child Care Licensing Spec(A/B)
Clinical Social Worker (A/B)
Clinical Social Worker (C)
Clinical Social Worker (D)
Communication Dispatcher I
Communications Officer, Cd
Cook I
Cook II
Correction Officer I
Correction Officer II
Correction Officer III
Correction Officer/Chef
Correctional Prog Officer (A/B)
Correctional Prog Officer (C)
Correctional Prog Officer (D)
Dentist
Deputy Superintendent
Detective Lieutenant
Detectives Captain
Developmental Services Wrk I
Developmental Services Wrk II

Developmental Services Wrk III
Developmental Services Wrk IV
Diesel Power Plant Operator II
Diesel Power Plant Operator IV
Environ Police Off (D) Lt
Environ Police Off. (C) Sgt
Environ Police Officer (A/B)
Epidemiologist I
Epidemiologist II
Facility Service Worker I
Facility Service Worker II
Identification Technician I
Identification Technician II
Ind Accident Counselor D DIA
Institution School Teacher
Interp, Deaf/Hard Hearing (A/B)
Interp, Deaf/Hard of Hearing(C)
Interp, Deaf/Hard of Hearing(D)
Law Enforcement Dispatcher II
Law Enforcement Dispatcher III
Law Enforcement Dispatcher IV
Licensed Practical Nurse I
Licensed Practical Nurse II
Lieutenant
Lieutenant Colonel
Major
Mental Health Case Manager III
Mental Health Case Manager II
Mental Health Coordinator I
Mental Health Coordinator II
Mental Health Coordinator (A/B)
Mental Health Worker I
Mental Health Worker II
Morgue Technician I
Morgue Technician II
Morgue Technician III
Nurse Practitioner
Nursing Assistant I
Nursing Assistant II
Nursing Assistant III
Nursing Assistant IV
Occupational Therapist I
Occupational Therapist II
Parole Officer (A/B)
Parole Officer (C)
Parole Officer (D)
Pharmacist I
Pharmacist II
Physical Therapist I
Physical Therapist II

Physical Therapist III
Physician Assistant
Physician I
Physician I
Physician II
Physician II
Physician III
Physician III
Power Plant Supervisor, 2nd Cl
Principal, Institution School
Psychiatrist II
Psychiatrist II
Psychiatrist III
Psychiatrist III
Psychologist I
Psychologist II
Psychologist III
Psychologist IV
Psychologist V
Registered Nurse I
Registered Nurse II
Registered Nurse III
Registered Nurse IV
Residential Supervisor (A/B)
Residential Supervisor (C)
Respiratory Therapy Tech. I
Respiratory Therapy Tech. II
Respiratory Therapy Tech. III
Sector Director, Cda
Service Coordinator I
Service Coordinator II
Social Worker (A/B)
Social Worker (C)
Social Worker (D)
Social Worker (E)
State Firefighter I
State Firefighter II
State Police Dispatcher I
State Police Dispatcher II
State Police Dispatcher III
State Police Sergeant
State Police Trooper
State Police Trooper, 1st Class
Steam Fireman
Steamfitter
Superintendent
Supervisor of Cafeteria, DYS
Supervisor Identification Agent
Transportation Officer, DYS
Vocational Disab Examiner (C)

Vocational Disab Examiner (D)
Vocational Disab Examiner(A/B)
Vocational Instructor (A/B)
Vocational Instructor (A/B)
Vocational Instructor (C)
Vocational Rehab Counselor I
Vocational Rehab Counselor II
Vocational Rehab Counselor III
Vocational Rehab Counselor IV
X-Ray Technician I
X-Ray Technician II
X-Ray Technician III
Youth Services Caseworker I
Youth Services Caseworker II
Youth Services Group Worker I
Youth Services Group Worker II
Youth Services Grp Worker III
Youth Services Prog Spec I
Youth Services Program Spec II