



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT  
OFFICE OF THE SECRETARY

To: State Agency Heads

From: Ben Barnes, Secretary

Date: March 14, 2016

Subject: Actions to Address Projected Deficit for FY 2016

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The legislature's Office of Fiscal Analysis and the Office of the State Comptroller have both projected a General Fund shortfall in FY 2016, and the Office of Policy and Management is in general agreement with their estimates. Given the magnitude of the current year shortfall, and the likelihood that further spending reductions will be necessary for FY 2017 beyond the level incorporated in the Governor's budget, it is imperative that management actions be taken as soon as possible to achieve structural budget changes.

Accordingly, at the Governor's request, I am developing General Fund allotment rescissions in accordance with Sec. 4-85 of the General Statutes. A list of rescissions will be provided in the very near future. Furthermore, General Fund Executive Branch agencies have been directed to develop plans to achieve the savings built into the Governor's recommended FY 2017 budget. As those plans are anticipated to include substantial staffing reductions, the following steps are being taken:

1. All agencies are directed to inactivate vacant approved positions, regardless of funding source, except those for which a *bona fide* offer of employment has been made as of the close of business on March 14, 2016. Agencies must provide copies of written offers of employment via electronic mail (e.g., scanned copies) to [scott.mcwilliams@ct.gov](mailto:scott.mcwilliams@ct.gov) no later than the close of business on March 15, 2016. Agencies can identify positions for inactivation via the Monthly Vacant Position Report which can be found on Core-CT at HRMS>Organizational Development>Position Management>Position Reports>Monthly Vacant Position Report. Inactivation must be accomplished by the close of business on March 15, 2016.
2. There will be no automatic refill of positions. Effective today, the refill indicators on all positions will be reset to "Manual." Each position request will be reviewed by OPM. Any position request submitted with a refill indicator set to "Auto" will be denied or recycled.
3. Requests to establish or refill positions will not be granted until further notice, except for critical positions that are in accordance with an OPM-approved plan for meeting the Governor's budget targets for FY 2017.

Finally, I am directing each of you to review your agency's spending for the remainder of the year in order to eliminate expenditures that are not absolutely critical in nature. Your efforts should include potential savings in all areas of spending, including hiring and overtime, travel, contractual services and purchased commodities. While the most immediate need is in the state's General Fund, I am also asking agencies funded through other appropriated funds to economize as much as possible and, by way of this memorandum, that the higher education constituent units, constitutional officers, and Judicial and Legislative branch agencies implement similar measures.

Thank you for your attention to prudent fiscal stewardship of the state's resources. If you have any questions, please feel free to contact me.

cc: Agency Human Resources Directors  
Agency Fiscal Officers  
DAS – Statewide Human Resources Management