



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

January 26, 2011

To: State Agency Heads

Subject: Hiring Freeze

As you know, the Executive Branch (exclusive of the constituent units of Higher Education) has been operating under a hiring freeze for the last two and one half years. As evidenced by the attached chart, this freeze has been moderately successful in reducing the size of the Executive Branch workforce. However, the magnitude of the projected deficit in the next biennium demands that we redouble our efforts in this regard. We must "right-size" the workforce at sustainable levels and reduction through attrition is a significant method of accomplishing this.

When a vacancy occurs, you must first examine the duties of the position to determine if they are mission critical. If so, you should then turn your attention to finding creative methods for covering the duties in some other cost effective manner. Refill of the position should only be requested as a last alternative. As a general rule, refills should be limited to positions which have a direct impact on public health, public safety, or revenue generation. I have directed Budget Division staff to carefully review all future refill requests as well as currently approved vacancies with these tenets in mind.

We are making two changes to the current refill request process. First, agencies are no longer required to submit position requests to the Governor's Office for pre-approval. Requests to refill mission critical positions which meet the freeze exception criteria delineated above should be entered directly into Core-CT. These requests will be reviewed by DAS and the OPM Budget Division through the current workflow approval process in Core-CT. Second, you are no longer required to inactivate all vacancies as they occur. If a vacancy is funded and meets the above criteria, you may request refill of the existing position in Core-CT.

I believe that we all can agree that the State's financial condition requires careful management of the workforce. We must all work together to become leaner and more efficient, and to resist the temptation to engage in a parochial "not in my backyard" approach that would undermine efforts to right-size our workforce. By this memo, I am also urging that the constituent units of higher education as well as the other branches of government adopt or continue a similar cost containment approach.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin Barnes".

Benjamin Barnes
Secretary

EXECUTIVE BRANCH GENERAL FUND AND SPECIAL TRANSPORTATION FUND TOTAL STAFFING LEVELS

