




# MEMORANDUM

To: Mayor and Council, City Clerk, City Attorney, and Department Heads

From: Arthur H. Sorey, III, Interim City Manager 

Date: February 4, 2020

RE: HIRING FREEZE

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Effective immediately and until further notice, I am implementing a hiring freeze across all funds, including grants. The hiring freeze is applicable to all departments and positions, including temporary contract employees. This measure is being taken in advance of upcoming discussions regarding reductions that may be required for the FY 2021 Budget.

All previously approved Personnel Department Employee Requisitions are hereby suspended with the following exemptions:

- For positions that require an interview – if interviews have been scheduled or held as of the date of this memo, departments may proceed with the hire, pending approval by both the Budget Office and Personnel. No interviews should be scheduled after the date of this memo.
- For positions that do not require an interview – if an offer has been made as of the date of this memo, departments may proceed with the hire, pending approval by both the Budget Office and Personnel.
- An offer has been made to the prospective employee.
- The prospective employee is going through the on-boarding process.

Departments must submit to the Budget Office, a list of those positions that fall under any of the exemptions listed above with a justification for consideration to move forward with the hire. Upon written approval from both the Budget Office and Personnel, departments may proceed with the hire.

In addition, no new Employee Requisitions will be approved for the remainder of FY 2020. Any additional exceptions to this policy will be reviewed by the Budget Office on a case-by-case basis.

Please do not hesitate to contact the Budget Office if you have any questions. Thank you for your cooperation.

C Rosalind Ray Morgan, Budget Director  
Joseph Roglieri, Personnel Director