



County of Henrico, Virginia

INTEROFFICE MEMORANDUM

TO: Agency Heads and Key Officials **SUBJECT:** Guidelines for Hiring Freeze
FROM: Director of Human Resources **DATE:** April 27, 2005


In response to the Board of Supervisor's approval of the FY05-06 Budget last night which included a reduction of the Real Estate Tax Rate by two cents per \$100 of assessed value, the County Manager is implementing an employment hiring freeze. In order to comply with this directive, agencies will continue to utilize the current electronic personnel requisition process through JOSH when requesting positions to be exempted from the freeze.

As is the current practice, a supervisor creates the requisition, which includes a field labeled "Justification for Filling Vacancy." This field is required and should be completed with a sound, detailed and thorough justification clearly explaining why the given position should be exempted from the hiring freeze. Completion of this "electronic" field replaces the cover justification memo that was once used in the former "paper" process.

After the supervisor completes the requisition, he/she then sends it to their Department Head (or designee) for review and approval. As part of this process, the Department Head selects "Approved as Submitted" or "Approved with Changes" in the field entitled "Agency Approval?" and submits the electronic requisition to the Department of Human Resources. Thus, the Department Head is certifying his or her concurrence with the freeze justification as written.

As the County Manager has indicated, all requisitions submitted will be carefully reviewed to determine if the position should be or should not be exempt from the hiring freeze. The primary focus of this review will be what the agency enters in the "Justification for Filling Vacancy" field as explained above.

If you have any questions about this process or need additional clarification, please contact Frances Schley, Recruitment Manager, at 501-4381 (e-mail at sch06@co.henrico.va.us) or me.


George H. Cauble, Jr.
Director of Human Resources

c: County Manager