



STATE OF WASHINGTON

August 4, 2008

TO: State Elected Officials
Agency Directors
Presidents of Higher Education Institutions
State Boards and Commissions

FROM: Victor Moore, Director
Office of Financial Management

Eva Santos, Director
Department of Personnel

**SUBJECT: IMPLEMENTATION INSTRUCTIONS RELATED TO THE
GOVERNOR'S AUGUST 4 LETTER ON ENERGY AND EXPENDITURE
REDUCTIONS**

In response to current energy prices and other economic conditions, the Governor has directed state agencies to cut gas consumption by 5 percent; and has imposed an immediate freeze on new hiring, out-of-state travel, personal service contracts and equipment purchases not related to public safety or other non-discretionary activities. The following instructions provide guidelines for the implementation of this directive.

Basic Provisions of Governor's Letter

Gasoline and diesel consumption for Fiscal Year 2009 should be reduced by 5 percent, compared to consumption in Fiscal Year 2007.

Beginning August 4, 2008, all executive agencies are prohibited from filling new or vacant positions unless directly related to public safety, revenue production, or essential health and welfare activities. The Governor has encouraged higher education institutions, boards and commissions, and separately elected officials to take similar steps.

Requests for exemption from the hiring freeze for the purpose of maintaining critical services may be approved by the Department of Personnel (DOP).

The hiring freeze applies to all new hires, regardless of fund source or permanent/temporary status.

Non-emergency out-of-state travel and personal service contracts, and non-essential equipment purchases are also curtailed, regardless of fund source.

Agencies shall comply with the appropriate contractual provisions of current collective bargaining agreements in implementing the Governor's directive.

Monitoring

While OFM will not require special reports from agencies, it will regularly monitor statewide accounting data (FTEs, travel, contracts, and equipment) and, in consultation with the Department of Personnel, will review hiring, payroll, and headcount reports. Agency directors are encouraged to maintain sufficient internal records for monitoring the implementation of the hiring freeze. DOP will be monitoring data on hires, terminations, and payroll headcount on a monthly basis. Attached is a "Tracking Log Form" that you may find useful in tracking your hiring activities during the freeze. DOP will not require you to report on an ongoing basis, but you may be asked for documentation.

Activities Exempt from the Hiring Freeze

Because of their connection to the health and safety of state citizens, or to the protection of public assets, the following activities are exempt from the hiring freeze:

- Direct custody, supervision, and patient care in corrections and juvenile rehabilitation programs, institutions for the care of veterans, the mentally ill, and the developmentally disabled; hospitals and the School for the Blind and the School for the Deaf
- Direct protective services to children and other vulnerable populations in the Department of Social and Health Services
- Washington State Patrol investigative services and field enforcement (troopers)
- Hazardous materials response and emergency cleanup
- Public health laboratory, and emergency public health and patient safety response
- Military operations and emergency management within the Military Department
- Fire fighting
- Enforcement officers in the Department of Fish and Wildlife, the Liquor Control Board and the Department of Natural Resources. Park Rangers at the Parks and Recreation Commission.

Exemption is also granted for activities directly involved in producing revenue:

- Tax and fee collection, auditing, and recovery
- State Lottery operations
- Liquor Control Board business enterprise operations.

Specific hiring authorization from DOP is not required for activities that agency directors determine match the above descriptions.

Process and Criteria for Requesting Additional Hiring Freeze Exemptions

Agencies may request additional hiring freeze exemptions from DOP for critical activities that are necessary:

- For the immediate health, safety, or welfare of state citizens,
- For production or collection of state or federal revenue.
- To respond to unforeseen, emergent circumstances involving critical state services.

A request for an exemption to the hiring freeze should consist of a completed “Request for Hiring Freeze Exemption” form (attached) addressed to Eva Santos and signed by the director of the agency making the request. Requests will be reviewed daily by DOP.

Questions About the Directive

Questions about budget or FTE issues should be directed to your assigned OFM budget analyst or to the OFM compensation analyst.

Please direct questions about hiring freeze exemptions or other personnel or human resource management questions to Eva Santos or Mike Sellars.

We appreciate the challenges these actions create for state managers and will do what we can to help whenever possible. We will continue to monitor these efforts and will reassess the freeze as the situation warrants.

Attachments (2)