



EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

December 30, 2002

EXECUTIVE MEMORANDUM

MEMO NO. 02-07

TO: All Department Heads

SUBJECT: Vacant Positions

Projected deficiencies in our financial resources throughout FY 2003-05 will require us to control further expenditures. As such, we are freezing funding for all vacant positions except for the exceptions listed below.

Policy Summary:

Effective as of today, December 30, 2002, **all vacant positions shall be frozen until further notice**, except for the following which may be filled as needed:

- Authorized positions in the University of Hawaii and the Hawaii Health Systems Corporation.
- Positions providing instruction in the Department of Education (DOE) and Hawaii State Public Library System positions.
- Positions established and filled pursuant to Section 76-16(b)(5), (7), (9), and (16), HRS.
- Positions directly related to Correctional Facilities operations.
- Positions in Child Protective Services.
- Positions for Hawaii State Hospital operations.
- Department of Health and DOE positions mandated by the *Felix* Consent Decree.
- Positions where an incumbent is on leave but has return rights.

Applicability:

Provisions of this memo suspend and replace applicable **Manpower Control** provisions in **5b of Attachment A, Executive Memo No. 02-02**, dated June 25, 2002 (*Fiscal Year 2003 Budget Execution Policies and Instructions*). Other policies and procedures in Attachment A shall continue to remain in effect.

Policy and Guidelines:

1. There shall be no establishment and/or filling of any current or future position vacancies. This applies to:
 - a. All permanent and temporary vacant positions **regardless of means of financing or authorization**, including exempt positions and CIP-funded positions.
 - b. All positions created by general law, which are not reflected in Act 259/01, as amended by Act 3, 3rd SpSLH 2001, and Act 177/02.
 - c. Extensions of all exempt positions and all exempt appointments pursuant to Section 76-16(b)(2), (12), (15), HRS, beyond their "Not to Exceed" (NTE) date.
2. Individual and *blanket* approvals granted prior to the date of this memo (other than positions exempted in the **policy summary** above), are rescinded in those cases where **no firm offer and acceptance of employment** has been made as of the date of this memorandum, December 30, 2002.
3. All other vacancies not exempted elsewhere by this memo may be filled only with my approval through the Department of Budget and Finance.

Your compliance with these provisions is appreciated.

LINDA LINGLE