



*Town of Littleton, Massachusetts  
Department of Finance and Budget*

*Bonnie-mae Holston, Assistant Town Administrator for Finance & Budget  
Mary M. Barrett, Assistant Town Accountant*

To: Keith Bergman, Town Administrator  
Board of Selectmen

From: Bonnie Holston, Assistant Town Administrator/Finance Director

Date: December 11, 2008, *as amended 12/15/08*

Re: Hiring Freeze

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In light of the increasingly dire financial news from the both the national economy and the State Government, I would request that the Board formally adopt a hiring freeze policy effective immediately.

This policy would be adopted in order to better prepare for the predicted state aid cuts of 10 percent for cities and towns for FY2010 as well as potential reductions in local receipts. With the decline in FY2009 state tax collections, there is also the possibility that more painful cuts could be seen this fiscal year.

The hiring freeze applies to all general fund Town departments under the jurisdiction of the Board of Selectmen. Any position that becomes vacant in one of these departments may not automatically be filled. However, departments may seek an exemption to the hiring freeze if the position meets one of four criteria, which include:

- (1) the position is mandated by federal, state or local law, or the position is necessary to meet federal or state reporting requirements;
- (2) not filling the position will result in higher costs, such as greater expenditure on overtime;
- (3) public safety or the general welfare of the public will be put at risk if the position is not filled; and
- (4) the position fulfills a critical function for a department and there will be a significant, adverse effect on departmental operations if the position is not filled. To meet this criterion, departments will need to demonstrate that the essential job function of the position cannot be assumed by other existing staff in the department.
- (5) *provided that the position can be sustained on level-funded budgets for FY 2010*

Without such justification, the Board of Selectmen will not support FY2010 funding requests reflecting the filling of such vacancies.

Each vacancy will initially be reviewed by the Town Administrator and Assistant Town Administrator for Finance and Budget to determine necessity and fiscal impacts, and presented to the Board of Selectmen for final review.

I would also encourage The Board of Selectmen to invite other elected boards, such as Park & Recreation and Library Trustees, to sign onto this policy document, as well.

Please do not hesitate to contact me with any questions you may have regarding this request.