

TOWN OF LITTLETON BOARD OF SELECTMEN

Hiring Freeze Policy

Adopted 12/15/2008; Revised 10/19/2009; **Amendments proposed by AAFB 10/18/2010**

Policy Statement

The Town of Littleton has instituted a number of cost reduction measures in light of the financial forecasts indicating the Town may be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to proactively manage potential budget deficits and to begin to make long-term structural changes and improved efficiencies in the Town's work force.

The hiring freeze applies to all general fund departments ~~under the jurisdiction of the Board of Selectmen~~ and departments that receive a subsidy from the general fund. Any position that becomes vacant in one of these departments may not automatically be filled. **When appropriate, a review of existing staffing resources must be undertaken to encourage the sharing of responsibilities within or between departments and/or the consolidation of offices and positions in order to reduce operating expenses.** Departments may seek an exemption to the hiring freeze if the position meets one of five 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) The position must be able to be supported within the ~~5% Reduction Budget for FY2011~~ **Level Funded Budget for FY2012.**

Without such justification, the Board of Selectmen will not support FY2012 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.