

## **Hiring Freeze Policy**

Effective October 30, 2013, the Grand Traverse County Board of Commissioners imposes a hiring freeze on all county positions that become vacant, except:

1. Positions that are funded 80% or more from non-general fund sources
2. Positions that have been authorized by the Administrator/Controller to be posted and filled according to the following criteria:
  - The position is critical to departmental operations and would cause a substantial hardship on operations or services to the public.
  - A prolonged vacancy in the position would result in significant lost revenue.
  - The position is a Department Head and no deputy can be appointed to assume those duties on an interim basis.
  - A prolonged vacancy in the position would place a hardship on the public either directly or indirectly.
  - The vacancy is the result of an employee returning from a leave of absence or the result of a promotion from within a county office.

Positions authorized for posting by the Administrator/Controller shall be reported to the Board of Commissioners on a monthly basis.

Positions that are subject to the hiring freeze shall only be filled by the Board of Commissioners following review by the appropriate committee. The requestor shall submit a written substantiation of the need for the position to the appropriate committee of the Board. The documentation shall include a clear description of the impact the continuing vacancy of the position will have upon county services.