

Appendix A – Personnel Savings Initiatives Hiring Moratorium and Voluntary Leave Without Pay Program

Hiring Moratorium

The 2012 Budget imposes a moratorium on all hiring except for specific exemptions and special considerations detailed below. The purpose of the moratorium is to maximize savings from position vacancies and to strategically fill vacant positions assigned to the most critical County government functions. Any position that is vacant as of January 1, 2012 or becomes vacant during the 2012 fiscal year will be subject to the hiring moratorium.

The Department of Administration will administer the hiring moratorium. As savings from the moratorium is realized, it will be recorded in a line item called Personnel Savings Initiatives. This line item will be located in the program in which vacancies occur and is in addition to the traditional salary savings line items included in most program budgets. The Department of Administration will track savings from the hiring moratorium countywide. Once the Countywide savings target of \$1,215,000 is achieved, departments may be allowed to count additional savings toward their salary savings goals.

Exemptions and Special Considerations

The hiring moratorium applies to all positions funded by general purpose revenue (GPR) even if the positions are partially GPR funded. Only those positions specifically identified below will be exempt from the moratorium.

- Non-GPR supported positions will be exempt from the moratorium. Non-GPR supported positions include those assigned to the Alliant Energy Center, Dane County Regional Airport, Solid Waste, and positions supported completely and directly by federal, state, or other external revenues.
- The Chief Deputy, Captain, Deputy I-II, Deputy III, Deputy IV, Sheriff Aide, and Jail Clerk positions assigned to the Sheriff's Office are exempt from the moratorium.
- Any Lieutenant, Sergeant, or Administrative Services Supervisor/Manager position in the Sheriff's Office that becomes vacant during 2012 must be held open for at least twelve (12) weeks. Once the twelve (12) weeks has elapsed, the Department may proceed with the recruitment process without appeal.
- Certified Nursing Attendants, Licensed Practical Nurses, and Registered Nurses assigned to the Badger Prairie Health Care Center are exempt from the moratorium.

- Child Protective Social Worker, Lead Economic Support Specialist, and Economic Support Specialist positions are exempt from the moratorium
- Public Safety Communicator and Communications Supervisor positions are exempt from the moratorium.

All other positions will be subject to the moratorium and will not be filled during 2012 unless, an appeal is granted by the County Executive.

Appeal Process

Departments may appeal to the County Executive to fill positions covered by the hiring moratorium. Appeals should be submitted to the Department of Administration. The Department will record the appeal and forward it to the County Executive for a final decision. These decisions will be made within sixteen (16) weeks of being received by the Department of Administration. Any appeal that is outstanding after the sixteen (16) week period will be automatically granted. This amount will be recorded as a negative amount in the Personnel Savings Initiative line item. These reductions will not be included in the following year's base budget.