

To: Cabinet Secretaries and Agency Heads
CC: Secretariat Chiefs of Staff, HR Directors, Chief Financial Officers, Diversity Directors
From: Melissa Pullin, Interim Chief HR Officer
Date: April 2, 2024
Re: Temporary Hiring Controls Policy

Purpose

The purpose of this memorandum is to provide information regarding the implementation of temporary hiring controls for all Executive Department agencies. To support efforts to balance the budget this fiscal year, the Administration is enacting a number of spending restrictions.

Temporary Hiring Controls Policy

Hiring controls will take effect as of Wednesday April 3, 2024, and run through June 30, 2024. During this period, hires, rehires, or transfers into an Executive Department agency will be permitted only where affordable within existing payroll caps, and only for the following positions or circumstances:

- a. New hires in position titles specified in Attachment A of this memorandum, which include direct care and public safety personnel.
- b. Seasonal hires.
- c. Positions that must be filled pursuant to a court order or a settlement agreement resolving ongoing litigation, or that are required to fulfill a statutory mandate.
- d. Returns from leave (military leave, medical leave, family leave, industrial accident leaves, unpaid leaves of absence, etc.).
- e. Offers of employment made before April 3, 2024. Copies of offer letters must be placed in the employee's personnel file and will be subject to post-hire compliance audits by the Human Resources Division.

Positions in the exception categories listed above may be filled without ANF approval, provided that: 1) sufficient funding is available; 2) all current posting and appointment processes are followed; and 3) the titles in Attachment A are used appropriately.

The temporary hiring policy affects staff hired using operating and capital funds. Posted positions paid for using federal or trust account funding are not subject to the restrictions specified above and may be filled as needed.

Agencies should immediately pause their hiring processes, including scheduling any new interviews or extending offers. For any current job postings for positions that are not in the exception categories, agencies must either:

- a. Remove the job posting and notify current job applicants that the job opening has been temporarily suspended due to fiscal constraints; or
- b. Apply for a waiver for these positions no later than Tuesday April 16th by 5pm. A&F will review waivers for currently posted positions as soon as possible.

Waiver Process

For positions that do not fall in the exception categories, agencies can request a waiver to hire for individual positions from their ANF analyst. Approval must be granted prior to posting and a copy of the ANF approval must be attached to the MassCareers requisition and offer. Agencies must use the attached waiver request form in making such a request

Review and Audit

During the period hiring controls are in effect, HRD and ANF will review HR/CMS and MassCareers activity to determine if hiring and other personnel transactions are in accordance with the requirements of this memorandum. For accounts with payroll caps, those caps remain in effect during the control period. If you are not sure whether a payroll cap applies, or if you have other questions with respect to payroll caps, please contact your ANF analyst.

Supporting Agency Operations While Controls Are In Effect

The following actions may continue to be implemented at the agency level so that agencies will have the flexibility to restructure their operations during the control period. It is critical to ensure, however, that duties must be assigned consistent with classification specifications. Any position reallocations have to be accomplished within an agency's budget and HRD's guidelines.

- Position reallocations (maintenance)
- Classification appeals
- Personnel actions related to grievances
- Temporary assignments
- Promotions that do not result in a backfill

Policy Extension

If, before the end of FY24, the Secretary for Administration and Finance determines that the conditions necessitating the institution of the hiring control policy remain, the policy may be extended until a further date set by the Secretary.

Questions

Questions about the various aspects of this policy may be directed to:

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

Current Exempted Attachment A titles

1st CI Power Plant Eng - CoGen
2nd CI Power Plant Eng - CoGen
3rd CI Power Plant Eng - CoGen
3rd Class Power Plant Engineer
Bacteriologist I
Bacteriologist II
Bacteriologist III
Ben Elig & Ref Soc Wrker (D)
Ben Elig & Refer Soc Wrk (A/B)
Benef Elig & Refer Soc Wrk (C)
Captain
Captain - DOC
Chaplain II
Child Care Licensing Spec I
Child Care Licensing Spec II
Clinical Social Worker (A/B)
Clinical Social Worker (C)
Clinical Social Worker (D)
Cook I
Cook II
Correction Officer I
Correction Officer I/Head Cook
Correction Officer/Chef
Correctional Prog Off (A/B)
Correctional Prog Officer (C)
Correctional Prog Officer (D)
Deputy Superintendent
Detective Lieutenant
Detectives Captain
Developmental Services Wrk I
Developmental Services Wrk II
Developmental Services Wrk III
Developmental Services Wrk IV
Diesel Power Plant Operator II
Environ Police Officer (A/B)
Environmental Services Specialist I
Epidemiologist I
Epidemiologist II
Firefighter
Firefighter - EMT
Firefighter - Lt
Firefighter - Lt - EMT

Food And Drug Inspector II
Food And Drug Inspector III
Forensic Scientist I
Forensic Scientist II
Forensic Scientist III
Forensic Scientist IV
Forensic Scientist V
Human Services Coord I
Human Services Coordinator II
Human Services Coordinator III
Identification Technician I
Identification Technician II
Ind Accident Counselor C DIA
Installation Security Officer
Interp, Deaf/Hard Hearing I
Interp,Deaf/Hard of Hearing II
Interp, Deaf/Hard of Hearing III
Law Enforcement Dispatcher II
Law Enforcement Dispatcher III
Law Enforcement Dispatcher IV
Licensed Practical Nurse I
Licensed Practical Nurse II
Lieutenant
Lieutenant Colonel
Major
Medical Examiner Assistant I
Medical Examiner Assistant II
Medical Examiner Assistant III
Mental Health Coordinator I
Mental Health Coordinator II
Mental Health Worker I
Mental Health Worker II
Mental Health Worker III
Mental Health Worker IV
Nurse Practitioner
Nursing Assistant I
Nursing Assistant II
Nursing Assistant III
Nursing Assistant IV
Occupational Therapist I
Occupational Therapist II
Occupational Therapist III
Parole Officer (A/B)

Parole Officer (C)
Parole Officer (D)
Pediatric SANE I
Pediatric SANE II
Pediatric SANE III
Pediatric SANE IV
Pharmacist II
Physical Therapist I
Physical Therapist II
Physical Therapist III
Physician Assistant
Physician I
Physician II
Physician III
Physician Specialist
Power Plant Supervisor, 2nd Cl
Psychiatrist
Psychological Assistant II
Psychological Assistant III
Psychologist I
Psychologist II
Psychologist III
Psychologist IV
Psychologist V
Public Health Nursing Advsr I
Public Health Nursing Advsr II
Public Safety Dispatcher I
Public Safety Dispatcher II
Public Safety Dispatcher III
Ranger I
Ranger II
Recovery Treatment Worker
Recreational Therapist I
Recreational Therapist II
Recreational Therapist III
Registered Nurse I
Registered Nurse II
Registered Nurse III
Registered Nurse IV
Registered Nurse V
Registered Nurse VI
Rehabilitation Counselor (A/B)
Rehabilitation Counselor (C)

Rehabilitation Counselor (D)
Residential Supervisor I
Residential Supervisor II
Residential Supervisor III
Respiratory Therapy Tech. I
Respiratory Therapy Tech. II
Respiratory Therapy Tech. III
SANE I
SANE II
SANE III
SANE IV
Security Team Specialist I
Security Team Specialist II
Security Team Specialist III
Security Team Chief
Social Worker I
Social Worker II
Social Worker III
Social Worker IV
Special Investigator, DSS (A/B)
Speech-Language Pathologist I
Speech-Language Pathologist II
Speech-Language Pathologist III
State Firefighter I
State Firefighter II
State Police Trooper
Steam Fireman
Steam Fireman CoGen
Superintendent
Supervisor Of Cafeteria, DYS
Supv Identification Agent
Teacher (C)
Transportation Officer, DYS
Vocational Disab Examiner I
Vocational Disab Examiner II
Vocational Disab Examiner III
Vocational Instructor (A/B)
Vocational Instructor (C)
X-Ray Technician I
Youth Serv Program Officer (C)
Youth Services Group Worker I
Youth Services Group Worker II
Youth Services Grp Worker III