

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: July 15, 2020

TO: Top Management

FROM: Mark Washington, City Manager

SUBJECT: **City Manager Administrative Order 2020 – 12: Suspension of Non-Essential Hiring**

On April 17, 2020, I issued Administrative Order 2020-07, which suspended non-essential hiring with certain exemptions and processes for requesting exemptions.

As we continue to navigate the impacts of the current COVID-19 pandemic, it has become clear that the fiscal impacts are likely to continue for the foreseeable future. This, compounded with other budgetary pressures, requires a more comprehensive and stringent approach toward the management of vacancies.

As a result, I am ordering all departments – to include public safety departments – to suspend hiring new personnel through December 31, 2020. This order shall remain in effect unless otherwise directed and supersedes Administrative Order 2020-07. It may be extended based on our economic forecasts.

Understanding that certain operational or compliance needs may still require exemption, that process is outlined in the order.

Filling Vacant Positions

Effective immediately, we will suspend hiring for all new positions. This includes permanent, seasonal, temporary and supplemental positions, either full- or part-time, within all funds unless required by a collective bargaining agreement.

1. Exceptions to this order may be made based on certain organizational needs or requirements.
 - a. Requests for exceptions should be made in writing by the senior manager overseeing the vacant position, outlining the compelling necessity for filling the position.
 - i. “Compelling necessity” may include legal mandates, contractual requirements, critical services, or documented cost avoidance.

- b. The request should be routed to the Human Resources Director, who will make a recommendation to the CFO and Assistant City Manager.
 - c. Final decision on any exceptions will be made by the City Manager.
- 2. The Human Resources Director will work with Fiscal Services to monitor compliance and report results to the Assistant City Manager on a monthly basis.
 - a. Reports will include all current vacancies, any vacancies filled during the 30-day period, and the overall fiscal impact.
- 3. Transfers or promotions between or within City departments or divisions that are not required by collective bargaining agreement will be subject to the same process for review and approval.

cc: Eric DeLong
Doug Matthews
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Desiree Foster