

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: April 17, 2020
TO: Top Management
FROM: Mark Washington, City Manager
SUBJECT: City Manager Administrative Order 2020 – 07: Suspension of Non-Essential Hiring

As we continue to navigate the impacts of the current COVID-19 pandemic, it has become clear that the current and possible ongoing interruptions to business, tourism and employment will have a direct impact on the City's finances. This includes both local revenues and shared revenues passed through from the State.

As a result, I am ordering immediate cost reduction measures to help maintain fiscal stability while we determine the prospective longer-term impacts to the City's budget and operations. These restrictions will remain in place through December 31, 2020 unless otherwise directed, and may be extended based on our economic forecasts.

Filling Vacant Positions

Effective immediately, we will suspend hiring for any positions not currently in the process of recruitment. This includes permanent, seasonal, temporary and supplemental positions, either full- or part-time, within all funds unless required by a particular 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
Molly Clarin
Desiree Foster