



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

December 14, 2001

EXECUTIVE MEMORANDUM

MEMO NO. 01-11

TO: All Department Heads

SUBJECT: Filling of Position Vacancies

New Policy:

Effective immediately, the filling of all position vacancies shall require my prior approval through the Department of Budget and Finance (B&F). This policy shall apply to:

1. All vacant positions regardless of means of funding.
 2. The establishment and/or filling of all positions created by general law which are not reflected in Act 259/01.
 3. All federal, trust-funded, or other-funded programs where the conditions of funding, or enabling legislation allow or require the filling of positions in excess of authorized position ceilings.
 4. Extensions of all exempt positions pursuant to Sections 76-16(2), (3), (12), (15), HRS, beyond their NTE date.
- **Exceptions.** My approval will not be required for the filling of vacancies in the following programs and/or under the following conditions:
 1. Filling of authorized University of Hawaii positions.
 2. Filling of authorized Department of Education and Library Services positions.
 3. Filling of positions directly related to Correctional Facilities.

4. Filling of positions in Child Protective Services.
5. Filling of Hawaii State Hospital positions.
6. Filling of Department of Health positions mandated by the *Felix Consent Decree*.
7. Filling of positions on an emergency and temporary assignment basis, and student hires. However, such actions shall be reported monthly to B&F, with a copy to me, using the attached form.

All vacancies permitted to be filled must be funded within currently approved departmental allocations.

Procedures for Approval. All position requests requiring my approval for filling shall be submitted in the attached memo format.

Current Policy Superseded. Policies currently described in Item 5.b (establishment and Filling of Positions), of Attachment A, in Executive Memo No. 01-06, are superseded by these provisions. Items 5.a, 5.c, 5.d, and other unamended provisions shall continue to be in effect.

Your cooperation is appreciated in our efforts to address our current fiscal issues.

BENJAMIN J. CAYETANO

Attachments

(Date)

TO: The Honorable Benjamin J. Cayetano
Governor of Hawaii

THRU: The Honorable Neal Miyahira, Director
Department of Budget and Finance

FROM:

SUBJECT: Request to Fill _____ (Position Title)

Approval is requested to fill the following position:

1. Position Title, SR:
2. Description of functions and responsibilities
 - a. Note if position is unique; i.e., only position in the organization that performs the particular function.
3. Program ID/title; Division/Branch/Section (as applicable); location:
4. Salary and means of financing (general, special, federal, etc.; for other than general fund, indicate specific fund source):
5. Date and Duration of vacancy:
 - a. If vacant more than 3 months, indicate how positions functions were performed and adverse impact, if any:
6. Nature of appointment:

- a. Projected appointment date:
- b. Civil service/exempt:
- c. Permanent/temporary:
- d. Part or full-time (If temporary, indicate NTE date or duration position needs to be filled.):
- e. Indicate if and for how long position has been filled on an emergency or temporary basis:

7. Justification for filling the position:

(Provide specific, complete justification, including alternatives investigated; specific adverse impacts of delay in hiring; specific adverse, irreparable impact to services to the public.)

8. Impact of delay in filling:

- a. Discuss impact if filling is delayed for 3 months, for 6 months, for one year. Discuss impact to services to the public.

9. Status of request to fill: discuss actions taken to date to fill position, if any:

10. Attach current approved organization chart highlighting the position to be filled.

11. Department review of request:

- a. Reviewed and approved by division or attached agency administrator:

Name Telephone Date

Signature

- b. Reviewed and approved by department administrative services officer:

Name Telephone Date

Signature

- c. Reviewed and approved by department head:

Signature Telephone Date

RECOMMEND:

APPROVAL

DISAPPROVAL

DEFER

DIRECTOR OF FINANCE

DATE

APPROVED

DISAPPROVED

DEFER

BENJAMIN J. CAYETANO
Governor, State of Hawaii

DATE

