SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee # 1 - BUDGET AND FINANCE

For Commission Action on (date): 5/12/08

RESOLUTION TO ESTABLISH A HIRING FREEZE UNTIL JUNE 30, 2009, ELIMINATE RECLASSIFICATIONS FOR THE SAME PERIOD, REMOVE ALL POSITIONS VACANT FOR 90 DAYS OR LONGER AS OF MAY 31, 2008 FROM THE FISCAL 2009 DEPARTMENT BUDGETS AND TO PROVIDE A PROCESS TO ALLOW FOR NECESSARY EXCEPTIONS. SPONSORED BY COMMISSIONER DEIDRE MALONE.

CHECK ALL THAT APPLY BELOW:

__X__ This Action does NOT require expenditure of funds.

_____ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: $_____: County CIP Funds: $_____

State Grant Funds: $_____: State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount):
Other pass-thru funds (Specify source and amount): $ _____

Originating Department: Shelby County Finance Department

APPROVAL:

Dept. Head:	Mike Swift 545-4269 (Type your name & phone #.)	MAS (Initials)	4/24/08 (Date)
Division Director:	Mike Swift 545-4269 (Type your name & phone #.)	MAS (Initials)	4/24/08 (Date)
Finance Dept.:	Raymond Pipkin 545-4289 (Type your name & phone #.)	RP (Initials)	4/24/08 (Date)
County Attorney:	Brian Kuhn 545-4230 (Type your name & phone #.)	BK (Initials)	4/29/08 (Date)
CAO/Mayor:	Jim Huntzicker 545-4514 (Type your name & phone #.)	JH (Initials)	4/30/08 (Date)

SUMMARY SHEET

I. Description of Item

The purpose of this resolution is to reduce personnel costs and the number of County employees by implementing a hiring freeze and eliminating reclassifications through June 30, 2009. Positions vacant for 90 days or longer as of May 31, 2008 would be removed from the fiscal 2009 department budgets. It also provides a committee consisting of the CAO, Sheriff CAO, Circuit Court Clerk CAO and Human Resources Administrator to review all requests to fill critical vacant positions. This committee will be authorized to determine whether vacant positions that become vacant or are vacant as of May 31, 2008 are critical to County operations. If the three out of four committee members agree the position is critical, they may authorize reestablishment of the position and/or hiring a person to fill the position. The committee will report all activity to the Budget Committee monthly.

II. Source and Amount of Funding

Not applicable – this resolution reduces costs.

III. Contract Items

Not Applicable.

IV. Additional Information Relevant to Approval of this Item

The Administration recommends approval of this resolution.

It should also be noted that elected officials have the legal right to fill appointed positions in an approved salary petition. The elected officials are asked to follow the procedures set forth by this resolution for those positions; however, the committee created herein will respect the legal rights of elected officials regarding appointed positions.

ITEM #_____ PREPARED BY: Mike Swift

COMMISSIONER: SYDNEY CHISM APPROVED BY: _____

RESOLUTION TO ESTABLISH A HIRING FREEZE UNTIL JUNE 30, 2009, ELIMINATE RECLASSIFICATIONS FOR THE SAME PERIOD, REMOVE ALL POSITIONS VACANT FOR 90 DAYS OR LONGER AS OF MAY 31, 2008 FROM THE FISCAL 2009 DEPARTMENT BUDGETS AND TO PROVIDE A PROCESS TO ALLOW FOR NECESSARY EXCEPTIONS. SPONSORED BY COMMISSIONER DEIDRE MALONE.

WHEREAS, The County desires to reduce its personnel costs by reducing employment through attrition and by not allowing reclassifications; and

WHEREAS, The intent of this resolution is to eliminate all hiring and reclassifications by the County from the date of this resolution through June 30, 2009 except for positions critical to the performance of County government; and

WHEREAS, There are approximately 250 General Fund vacant positions as well as many vacant positions in other funds, most of which can be eliminated facilitating control of personnel costs, and

WHEREAS, Some positions, including some that are currently vacant, are critical to the operations of County government and a mechanism to allow those positions to be filled is necessary.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That a hiring freeze is hereby implemented as of June 1, 2008 and no reclassifications shall be processed starting the date this resolution is adopted and shall continue through June 30, 2009.

BE IT FURTHER RESOLVED, That a committee consisting of the County Chief Administrative Officer, Sheriff Chief Administrative Officer, Circuit Court Clerk Chief Administrative Officer and Human Resources Administrator is hereby authorized to determine whether any vacant position is critical to the operations of County government. Upon agreement of at least three members, this committee may authorize a person be hired to fill this position.

BE IT FURTHER RESOLVED, That all positions vacant as of May 31, 2008 and that have been vacant for 90 days or longer are removed from the Fiscal 2009 department budgets and that any of these positions may be reinstated by the aforementioned committee subject to the appointing authority providing available budget for the position.

BE IT FURTHER RESOLVED, That any elected official may appeal a denial by the aforesaid committee to the Budget Committee of the County Commission and the Budget Committee is authorized to determine whether this position requested is critical to the County operations and if so to authorize a person to be hired to fill this position.

BE IT FURTHER RESOLVED, That the hiring freeze and elimination of positions does not apply to positions funded 100% by grants.

_____
A C Wharton, Jr.
County Mayor

Date:_____

ATTEST:

_____
Clerk of County Commission