

Personnel Reform  
Agency Implementation Guideline # 5

<b>Subject:</b> Moratorium on Personnel Actions	<b>Issued:</b> July 13, 2012
	<b>Effective:</b> September 15, 2012

**Summary:**

A moratorium will be temporarily imposed on certain personnel actions effective September 15, 2012 and continue until further notice.

**Guidelines:**

The moratorium applies to the following personnel actions:

- New Hires/Rehires
- Transfers (Inter or Intra Agency)
- Promotions
- Special Detail Assignments
- Mobility Assignments
- Voluntary Grade Decreases
- Demotions
- Reversions
- Repromotions
- Reductions in Force/Layoffs
- Dismissals

Exceptions: If an agency has a critical need to process any of these actions the agency shall submit the request in writing to Kathy Peckardt, Human Resources Director, describing the critical nature of the request and an explanation for why the action cannot be deferred.

The moratorium will not have any impact on the following personnel actions:

- Granting permanent status
- Extending probation
- Changing work schedules
- Changing status/FTE
- Processing resignations
- Processing retirements
- Completing appropriate paperwork due to an employee death