



Michael K. Brown
Acting Mayor

CITY OF FLINT
OFFICE OF THE MAYOR

EXECUTIVE ORDER #001

Hiring Freeze

March 10, 2009

Issued by: Michael K. Brown, Acting Mayor

Effective immediately, the filling of any position through promotion, transfer or new hire is prohibited unless specifically authorized by the Personnel Review Committee (PRC). Reallocation or reclassification actions that would result in position upgrades are also prohibited unless authorized by PRC. This freeze applies to all permanent and temporary positions.

Requests for Exceptions

Exceptions to this order will only be approved where there has been a demonstration that the classification actions or the filling of positions is essential and directly related to protecting health and safety, or ensuring the generation of City revenue. In requesting such actions, agencies must also demonstrate that the personnel need cannot otherwise be accommodated through the reassignment or redeployment of existing staff. Whenever possible, agencies should fill positions in essential areas by reassigning existing, qualified employees from less critical assignments.

Requests for waivers or exceptions from the hiring freeze must be submitted to PRC via the Department of Human Resources & Labor Relations. The PRC may also require departments to provide written justification for requested actions, as appropriate. Request for waivers will be reviewed by the PRC and forwarded with appropriate documentation to the Mayor for final approval.

Michael K. Brown
Acting Mayor, City of Flint

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Date