



WHATCOM COUNTY
EXECUTIVE ORDER 96-02

Conditional Hiring Freeze and Travel Expenditure Limitation

WHEREAS, the County Executive recognizes that due to projected 1996 revenue shortfalls' there is an immediate need to impose restrictions on expenditures from the current budget, and,

WHEREAS, a conditional hiring freeze, throughout all Whatcom County Offices and departments, is an effective means to reduce costs and conserve limited funds, and,

WHEREAS, the limiting of expenditure of travel funds throughout all Whatcom County Offices and departments will also reduce costs and conserve limited funds;

NOW, THEREFORE, BY VIRTUE OF THE POWER VESTED IN ME BY THE HOME RULE CHARTER FOR WHATCOM COUNTY,, 1 HEREBY ORDER, EFFECTIVE IMMEDIATELY,, IMPLEMENTATION OF THE ATTACHED ""CONDITIONAL HIRING FREEZE"" AND ""TRAVEL EXPENDITURE LIMITATION" PROCEDURES.

Dated this ____ day of June, 1996.

Pete Kremen, Whatcom County Executive

CONDITIONAL HIRING FREEZE
and
TRAVEL EXPENDITURE LIMITATION
Effective 6/17/96

Effective immediately and until further notice, all Whatcom County unfilled positions are to remain unfilled, unless written approval is issued by the Executive's Office, authorizing exemption from this temporary procedure.

Current position openings that have already received Executive approval are also subject to this "freeze." Employment activity shall cease immediately on all position openings currently underway, except in specific cases where the Executive's Office has given "freeze-exception" authorization. Elected Officials or Department Heads that wish to seek exception for an opening in their department may submit a written explanation as to the necessity of the position and the current status of the opening. This request should include:

- (1) Reasons to justify the exception
- (2) Length of time the position has been vacant
- (3) Whether the work is currently being done, and if so, by whom: i.e., another position, temporary worker, student intern, volunteer or other
- (4) Funding source

Also, effective immediately, the Executive is implementing line item control over all Salary and Wages and Benefits lines (account #'s 61 00 through 6290). Departments must not exceed their line item appropriation in individual lines. For example, expenditure authority for Salaries and Wages shall not be used to supplement expenditure authority in Extra Help or Overtime lines. In cases where adjustments need to be made, a budget transfer request form must be submitted to the Executive's office for authorization, prior to over-expenditure in any salary line. Departments which have, to date, subsidized expenditures between these line items, are directed to immediately prepare a budget transfer request form to amend those lines.

Travel Expenditure Limitation

Effective immediately and until further notice, the Executive is implementing line item control over all travel and travel related expenditures. All Whatcom County Offices and departments are hereby directed to reduce these expenditures by a minimum of 25% of their allotted budgets. This reduction applies to budget line item account numbers 6780 and 6790.