



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

# Memorandum

**To:** Cabinet Secretaries, Chiefs of Staff, Agency Directors, and HR Managers  
**From:** Joseph Wood, TSS Secretary  
**Date:** January 24, 2023  
**Subject:** **Hiring Freeze Process**

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Hiring Freeze. While the hiring freeze is in effect, state agencies are prohibited from filling a vacant position that existed on or after January 10, 2023, unless the position is exempted, or the state entity submits a request to the Office of Personnel Management (OPM) and receives approval to fill the position.

Affected Entities. State agencies subject to the hiring and promotion freeze Ark. Code Ann. § 25-43-103 defines the state entities as:

“... any instrumentality of state government, including without limitation a board, commission, committee, advisory board, office, department, institution, bureau, council, administrative program, agency, or division.

Hiring and Promotion Freeze Exemptions. The following positions are exempted from the hiring and promotion freeze:

1. Positions that are funded by no more than 28% general revenue;
2. Department of Corrections;
3. Department of Public Safety; and
4. Extra help positions.

Hiring Freeze Exception. State agencies may apply for an exception to the hiring freeze by submitting a [Hiring Freeze Request Form to OPM](https://transform.ar.gov/personnel/resources/forms) (transform.ar.gov/personnel/resources/forms). State agencies should only seek an exception to the hiring freeze when refilling the position is critical and failure to fill the position would result in the inability to deliver necessary services to the citizens of the State of Arkansas. State agencies are expected to clearly set forth justification for the freeze request exception on the Freeze Request Exception Form.

A state entity shall not advertise a vacant position on ARCareers until a freeze exception request has been approved by OPM. Once OPM has approved the freeze exception request, a state entity may advertise a vacant position as required.

Filling Positions Graded SE or GS-13 or Higher. Prior to extending a formal job offer for a position graded SE or GS13 and above, the state entity must submit to OPM the individual's anticipated

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salary for approval. State agencies must obtain OPM approval even if the position is exempt from the hiring freeze. State entities may utilize the [Intent to Fill form found on the TSS OPM website](#).

Promotion Freeze. EO-23-01 also addresses a promotion freeze. State agencies may grant in-position promotions (career ladder promotions) as long the position occupied by the employee is authorized at the higher graded classification. State entities are authorized to promote an employee only if the position being vacated is not subsequently filled and the employee being promoted is going into a higher graded position with another position number.

Over the next few weeks, the Office of Personnel Management will contact you to discuss your current personnel needs and goals. Please contact your personnel analyst with any questions or by calling (501) 682-1753.