

F4833

APPROVED BY THE
JEFFERSON COUNTY COMMISSION

DATE: 11-23-10

MINUTE BOOK: 161

PAGE(S): 35

RESOLUTION

BE IT RESOLVED BY THE JEFFERSON COUNTY COMMISSION that a Moratorium is hereby declared and Ordered on the filling of budgeted job vacancies in Jefferson County in accordance with and subject to the following conditions:

1. The 2006 Partial Moratorium recorded at Minute Book 152, Pages 303 - 304 is repealed.
2. Excepted from this Order are:
 - i) Those budgeted job situations where the pre-employment process has been fully completed and an offer of employment has been communicated to the applicant and has been legally accepted by the applicant. The Human Resources Department shall identify those situations in consultation with the County Attorney.
 - ii) Those budgeted job situations where the filling of the job vacancy is CRITICAL. As used herein, "CRITICAL" shall mean that if the vacancy is not filled a crisis will result that will cause a substantial economic loss or cost to the County that substantially exceeds the cost of filling the vacancy. The following procedure shall be required to establish the exception:
 - (a) The Department Head or elected official with the approval of the Appointing Authority shall submit to the Human Resources Department a written statement regarding the specific job situation with
 - (i) A complete job description;
 - (ii) The complete annual cost, salary and benefits of the job;
 - (iii) An explanation of the crisis that will result if the job is not filled and the estimated cost to the County thereof; and
 - (iv) A detailed needs justification based on operating metrics of the entire department explaining why the position should not be eliminated, combined or outsourced.
 - (b) Human Resources shall verify the matters set out in the statement and provide comments to the County Commission.
 - (c) The County Commission shall approve or disapprove the requested exception.
3. This order shall continue in effect until repealed.