



STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

To: State Agency Heads

From: Benjamin Barnes, Secretary

Date: June 13, 2013

Subject: Hiring and Contract Guidance – FY 2014

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Over the past couple of years, we have been successful in reducing the size of the state workforce while continuing to provide important state services in an efficient and effective manner. The recently enacted budget for the upcoming fiscal year will require that we continue to reduce costs. Accordingly, I am issuing updated guidance regarding hiring and contracting. Note that this guidance may be updated as the year progresses to reflect changes in the economy, expenditure patterns, and/or other factors.

**Hiring.** While the position cap announced in my January 22, 2013 and January 26, 2013 letters is being discontinued, OPM will continue to scrutinize position requests in light of the criticality of the position(s) to be filled, explanations of need, implications of not filling the position(s), and alternatives that have been considered in lieu of filling the position(s). Agencies should carefully consider the funding available for positions in the enacted FY 2014 budget, less any reductions and holdbacks required to meet statewide budgetary goals and should limit requests for position refills to only those positions which are absolutely essential for state business. In particular, agencies should be aware of a significant budget reduction related to hiring restrictions, which will generally require further attrition to filled position levels.

At this time, I am not authorizing automatic refill of any positions. As in the past, each position request will be reviewed by OPM. I am also renewing guidance regarding requests to lift the overtime cap in lieu of compensatory time as well as regarding indirect cost or fringe benefit waivers—generally, such requests will not be approved.

Questions about hiring should be directed to your assigned OPM analyst or to Scott McWilliams ([scott.mcwilliams@ct.gov](mailto:scott.mcwilliams@ct.gov)).

**Contracting.** As with hiring, agencies should be guided in their contracting decisions by the level of funding provided in the enacted budget. Personal Service Agreements (PSA's) should be processed in the usual manner, and are subject to review and approval by my office. Questions concerning PSA issues should be directed to Robert S. Dakers, Executive Financial Officer, at 860-418-6422 or at [robert.dakers@ct.gov](mailto:robert.dakers@ct.gov).

In closing, agencies are reminded of their obligation to ensure that taxpayer funds are expended prudently, and to seek every opportunity to implement efficient and effective alternatives to the conduct of state business. By way of this memorandum, I am requesting that the higher education constituent units and Judicial and Legislative branch agencies implement similar measures.

cc: Agency Human Resource Directors  
Agency Fiscal Officers