



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Date: March 6, 2009

To: State Agency Heads

From: Robert Genuario, Secretary
Office of Policy and Management

A handwritten signature in blue ink, appearing to read "Robert Genuario".

Re: Cancellation of Vacant Positions

Under the authority of CGS §§5-214 and 5-215, effective immediately, all vacant, classified positions are hereby cancelled. Governor M. Jodi Rell is also directing commissioners to cancel all vacant, unclassified positions. All vacant positions are to be cancelled regardless of funding, i.e., all funded and unfunded vacancies from appropriated and non-appropriated funds.

Bona fide commitments made on or before March 1, 2009 will be honored. You will need to submit a list of any commitments with a copy of the commitment letters to your budget analyst. The list should be submitted to your budget analyst by Thursday, March 12, 2009. Positions that have been approved for refill but where no commitment has been made are to be cancelled and deemed abolished as of March 6, 2009. As filled positions become vacant, they will also be deemed abolished. Agencies should complete the processing of any necessary paperwork to abolish the positions as soon as they are able.

Agencies will need to seek and obtain OPM approval to establish a new position prior to hiring anyone after March 1, 2009.

If you have any questions, please contact your budget analyst.