



**WHATCOM COUNTY
EXECUTIVE ORDER 2024-04**

SELECTIVE HIRING FREEZE

WHEREAS, the County Executive recognizes that due to increasing costs and unfavorable revenue trends there is an immediate need to impose restrictions on expenditures; and

WHEREAS, a selective hiring freeze throughout all of Whatcom County is an effective means to reduce costs and conserve limited funds.

NOW, THEREFORE, BY virtue of the power vested in me by the home rule charter and the County Code for Whatcom County, I hereby order effective July 15, 2024 implementation of the attached "Selective Hiring Freeze" policy.

DATED this 15th day of July, 2024.

Satpal Singh Sidhu, Whatcom County Executive

SELECTIVE HIRING FREEZE

Effective July 15, 2024

Effective immediately and until further notice, vacant positions are to remain **unfilled for a period of at least 90 days** except for vacant position for which an offer was extended before July 15, 2024.

Elected Officials or Department Heads may request authority to recruit for or fill a vacant position by completing a Request for Hiring Freeze Exception form outlining:

- Funding for position.

Ability to:

- Fill internally or externally,
- Freeze subsequent vacancies following internal movement, and/or
- Freeze another position in lieu of a vacancy.
- Reduce position costs to the general fund

Impact to:

- General Fund, and
- Core government services and/or critical needs.

Hiring Freeze Exception requests will be reviewed bi-weekly with every effort made to communicate a decision within 11 business days of receipt.

Budget supplementals to add new positions and reclassifications upward outside the biennium or mid-biennium budget will not be considered unless departments can demonstrate a critical business need and reliable funding for the position.