



EXECUTIVE DEPARTMENT

EXECUTIVE ORDER NO. BJ 2014 – 1

EXECUTIVE DEPARTMENT – LIMITED HIRING FREEZE

- WHEREAS,** pursuant to R.S. 42:375, the Governor may issue executive orders which prohibit or regulate the filling of any new or existing vacancies in positions of employment in the executive branch of State government (hereafter "hiring freeze");
- WHEREAS,** R.S. 39:84 provides authority to the Governor to regulate and control personnel transactions;
- WHEREAS,** to limit or control the growth in government positions and to prepare for the budget challenges in the ensuing years, prudent fiscal management practices dictate that the best interests of the citizens of the State of Louisiana will be served by the implementation of a hiring freeze in the executive branch of State government to achieve at least a State general fund dollar savings of \$7,000,000;
- WHEREAS,** higher education, direct patient care and direct public safety positions, including certain positions in the Office of Juvenile Justice and new law enforcement cadet classes in Wildlife and Fisheries and Louisiana State Police all play vital roles in the education, direct care, and safety of the citizens of our State, all of which require that certain positions in these departments be exempted from this Order;

NOW THEREFORE, I, BOBBY JINDAL, Governor of the State of Louisiana, by virtue of the authority vested by the Constitution and laws of the State of Louisiana, do hereby order and direct as follows:

SECTION 1: No vacancy in an existing or new position of employment within the executive branch of State government that exists on or occurs after the effective date of this order shall be filled which would in any manner cause the number of filled positions to exceed the ceiling as provided in Section B of this section within the department, budget unit, agency, and/or office, within the executive branch of State government. This includes Authorized Positions, Authorized Other Charges Positions, Other Compensation Positions (Non-T.O. FTEs), job appointments (Non-T.O. FTEs), and restricted appointments (Non-T.O. FTEs) (hereafter collectively referred to as "positions").

- A. The following departments, agencies, and/or budget units of the executive branch of the State of Louisiana (hereafter "Unit" and/or "Units"), as described in and/or funded by appropriations through Acts 14 and 44 of the 2013 Regular Session of the Louisiana Legislature as well as the Acts that will originate as the General Appropriations Bill and Ancillary Expenses Bill of the 2014 Session of the Louisiana Legislature (hereafter "Acts"), shall be subject to the hiring freeze as provided in this Executive Order:

Executive Branch

- Schedule 01 — Executive Department
- Schedule 03 — Veterans Affairs
- Schedule 05 — Economic Development
- Schedule 06 — Culture, Recreation and Tourism
- Schedule 07 — Transportation and Development
- Schedule 08 — Corrections Services
- Schedule 08 — Public Safety Services
- Schedule 08 — Youth Services
- Schedule 09 — Health and Hospitals
- Schedule 10 — Children and Family Services
- Schedule 11 — Natural Resources
- Schedule 12 — Revenue
- Schedule 13 — Environmental Quality

Schedule 14 — Louisiana Workforce Commission
 Schedule 16 — Wildlife and Fisheries
 Schedule 17 — Civil Service
 17-560 — State Civil Service
 17-561 — Municipal Fire and Police Civil Service
 17-562 — Ethics Administration
 17-563 — State Police Commission
 17-564 — Division of Administrative Law
 Schedule 19 — Higher Education
 Schedule 19 — Special Schools and Commissions
 19-653 — Louisiana Schools for the Deaf and Visually Impaired
 19-655 — Louisiana Special Education Center
 19-657 — Louisiana School for Math, Science and the Arts
 19-662 — Louisiana Educational TV Authority
 19-666 — Board of Elementary & Secondary Education
 19-673 — New Orleans Center for the Creative Arts
 Schedule 19 — Department of Education
 Schedule 19 — LSU Health Sciences Center Health Care Services
 Division
 Schedule 21 — Ancillary
 21-790 — Donald J. Thibodaux Training Academy
 21-800 — Office of Group Benefits
 21-804 — Office of Risk Management
 21-805 — Administrative Services
 21-806 — Louisiana Property Assistance
 21-807 — Federal Property Assistance
 21-808 — Office of Telecommunications Management
 21-811 — Prison Enterprises
 21-829 — Office of Aircraft Services

- B. The Commissioner of Administration is hereby authorized to and shall establish, on a continuing basis, the number of filled positions for each such department, agency, and/or budget unit specified in Paragraph A of this Section together with the expenditure of funds appropriated for such positions.
- C. After the effective date of this Order, employee transfers, promotions, reallocations, and the creation of any new positions of employment within the executive branch of State government shall not in any manner cause the number of filled positions to exceed the ceiling as provided in Section B of this section within the department, budget unit, agency, and/or office, within the executive branch of State government unless otherwise adjusted by the Commissioner of Administration.

SECTION 2:

To implement the freeze provided in Section 1, the Commissioner of Administration shall set a date upon which the head of each Unit listed in Section 1 of this Order shall submit to the Commissioner of Administration a mid-year budget adjustment plan, on the BA-7 form and questionnaire, which reflects the Unit's proposed allocation of the position freeze ordered in Section 1 of this Order, and a rationale or explanation of the mid-year budget adjustment plan.

- A. The allocation of the position freeze shall be implemented by the Unit only upon the Commissioner's prior written approval of the Unit's mid-year budget adjustment plan.
- B. Once approved, a mid-year budget adjustment plan may not be changed without the Commissioner's prior written approval.

SECTION 3:

The Commissioner of Administration may develop guidelines pertaining to requests for adjustments from all or part of the prohibition set for in Section 1 of this Order, and if necessary, develop definitions for the terms and/or the descriptions used in this Order.

SECTION 4:

All departments, budget units, agencies, offices, entities, and officers of the State of Louisiana are authorized and directed to cooperate in the implementation of the provisions of this Order.

SECTION 5: The Governor, in accordance with R.S. 42:375(D) may order the Commissioner of Administration to withhold allotments in the appropriate category of expenditures from which the salary or compensation of any employee employed in violation of this executive order is paid in an amount equal to such compensation.

SECTION 6: The Order is effective January 15, 2014 and shall remain in effect through June 30, 2015 unless earlier amended, modified, terminated, or rescinded by the Governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the City of Baton Rouge, on this 15th day of January, 2014.



/s/ Bobby Jindal
GOVERNOR OF LOUISIANA

**ATTEST BY
THE GOVERNOR**

/s/ Tom Schedler
SECRETARY OF STATE