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CITY OF SPOKANE EXECUTIVE ORDER	Mayor – 05 - 002 EO 05-02 LGL 05-25
TITLE : Hiring Freeze and Other Fiscal Actions EFFECTIVE DATE: July 25, 2005 REVISION DATE : N/A	

WHEREAS, the City is undergoing a fiscal exigency because of a structural imbalance and increased demands on the 2006 general fund budget; and

WHEREAS, it is imperative that the City continue to provide essential services for its citizens and comply with all applicable laws and ordinances necessary for the successful operation of City departments; and

WHEREAS, it is necessary to prepare the City for possible general fund budget reductions for 2006 if required.

NOW, THEREFORE, I, JAMES E. WEST, Mayor, do hereby order and direct until further notice; that effective July 25, 2005, the City institute a hiring freeze on all General Fund positions including, exempt, temporary-seasonal, and classified civil service.

In addition, from this date forward no supervisor will direct an employee to work out of grade in a civil service position or a position covered by a collective bargaining agreement unless the language of the agreement so directs that the work be done out of grade .

Reclassifications of positions are a Civil Service function. However, supervisors are directed to assign work within an employee's classification only. Internal salary surveys will not be conducted. Range adjustments will not be made.

Step increases are included in City policy and are therefore part of the collective bargaining agreements and will continue to be given.

Any exception to this Executive Order will be granted directly by the Mayor or Deputy Mayor because of a documented critical need or in the case of an emergency only.

Dated this 19th day of July, 2005.

James E. West

Mayor