

OPM 99-41

TO: All Appointing Authorities

DATE: 7-1-99

FROM: Oscar B. Jackson, Jr.
Administrator and Cabinet Secretary for Human Resources

RE: **REVISION OF OPM-92, PERSONNEL TRANSACTION FREEZE
EXCEPTION REQUEST**

On January 12, 1999 Governor Keating issued Executive Order 99-03 extending the employment and the professional and personal services contract freeze to December 31, 1999. This freeze continues to prohibit agencies from hiring new employees, transferring current employees, rehiring former state employees or entering into certain professional service contracts without written approval from their respective Cabinet Secretary.

Item 7 of the current OPM-92 pertains to an increase in funding for the current and the following fiscal year. Since the current version of the form reflects Fiscal Year 1999 and Fiscal Year 2000, it has been revised with an effective date of July 1999 to reflect Fiscal Year 2000 and Fiscal Year 2001. No other changes have been made.

A copy of the revised OPM-92 is attached and must be used to document all personnel transaction exception requests for classified and unclassified/exempt positions. Agencies may duplicate this form as needed.

Guidelines concerning employment issues pertaining to this freeze were provided in the All Appointing Authorities memo, dated February 17, 1995, from Oscar Jackson, Office of Personnel Management. Guidelines on personal and professional services contracts were included in the letter to Agency Directors, dated February 16, 1995, from Tom Brennan, then Secretary of Administration, and Jack E. White, then Acting Secretary of Finance and Revenue.

Attachment:
OPM-92 (revised 7-99)

PERSONNEL ACTION OR OTHER APPROPRIATE DOCUMENTS