

ADMINISTRATION

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THOMAS EDISON COLLEGE



CN-221

Classification General Admin. Policy		
Supersedes	Addendum	Expiration Date
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CIRCULAR LETTER: 90-16

TO: All Departments and Agencies

ATTENTION: Commissioners and Directors of Administration

DATE: January 17, 1990

SUBJECT: Spending Controls

PURPOSE

This circular letter supersedes the December 29, 1989 letter on spending controls. The policies and procedures described here shall take effect immediately.

PERSONNEL POLICY

The Employment Review Board (ERB) process is no longer in effect.

The hiring of state employees will be subject to the following procedures:

-An amount equal to the value of the third and fourth quarter salary program for each agency will be withheld. Agencies will be assigned hiring targets for state-funded jobs; the targets will be expressed in terms of the number of paychecks for Full-Time Equivalent (FTE) employees. If these targets can be achieved and salary account expenditures remain within available salary appropriations, agencies may hire in state-funded positions. Revised targets for positions funded by federal or dedicated funds will be reissued.

-The salary allocations used in calculating the targets do not include funds for special service employees, part-time employees or overtime. Expenditures of these funds should be limited to current allocations. If expenditures are projected to exceed these allocations, the FTE targets will be reduced accordingly.

-Promotions, regardless of funding source, will be allowed to range 29 or to \$45,000 for no-range positions. Promotions above these limits will require the approval of the Salary Adjustment Committee (SAC) regardless of the effective date.

All transfers are subject to the revised targets. If a transfer results in a promotion above the limits described above, the gaining agency must secure prior approval of the transfer from the SAC. All transfers require the consent of the losing agency, as demonstrated by a transfer submission by the losing agency. Personnel officers must inform civil service employees considering resignation-pickup transactions if there will be a loss of seniority with the transaction.

Salary increases are capped as follows:

- A. For employees who are covered by a collective negotiations agreement the terms of the agreement, as they relate to increments and across-the-board increases, shall be implemented on the date the agreements specify.
- B. For employees whose titles are assigned to Employee Relations Groups D, M, V, W, X, Y, Z and employees designated confidential as provided in Salary Regulation 12-90 and Salary Regulation 19-90, the following salary adjustment may occur:
 1. for employees whose annual salaries are less than \$50,000 a 4 percent increase effective January 13, 1990 and scheduled increments where applicable; and
 2. for employees whose annual salaries are at or exceed \$50,000, up to a 7 percent performance increase, with the approval of the Commissioner and the Salary Adjustment Committee

No lump-sum payments to employees, which require SAC review, will be approved. Any payments which already have received SAC approval may be processed.

OTHER ACTIONS

These other actions apply to all fund sources, except as otherwise noted.

Travel

Out-of-state attendance at conferences, conventions, seminars, and training is not permitted.

Out-of-state travel for State business where the State would suffer financial loss or where health and safety is concerned is permitted, subject to the approval of the Office of Management and Budget.

Staff Training

Staff training requiring the use of outside consultants, professional trainers, State colleges and universities is not permitted. Any contracts (Purchase Orders) in force may continue until terminated or June 30, 1990, whichever is earlier. Training offered by the Department of Personnel will continue subject to available agency funds. Transfers into staff training accounts will not be permitted to expand training needs.

Other Training

Training courses offered for non-state employees (e.g. municipal employees, providers) is permitted subject to the conditions listed below under "Meeting Room Rental," "Official Reception," and "Consultants."

Tuition Aid

Tuition aid to state employees which was not approved by a DPF-94 as of December 29, 1989, is not permitted.

Official Reception

Expenses for meals and refreshments at official receptions are not permitted, except for statutory boards for which members are not compensated.

Meeting Room Rental

Agencies, Boards, and Commissions must use existing State-owned or leased facilities.

Temporary Help (Under Term Contract)

The use of temporary service contracts beyond February 3, 1990 is not permitted without approval of the Office of Management and Budget. Temporary service contracts for health and safety services have blanket approval. Approval by the Office of Management and Budget shall be through the review of PB-3 documents indicating the type of service, duration, and justification. All temporary services shall be charged to minor object account 38--Other Services.

Consultants (X-515)

Consultant contracts (Purchase Orders) for temporary help X-515 (T-817) shall continue in force until their termination date. Any new requests or requests to continue service will be subject to the approval of the Office of Management and Budget.

Consultants (Other)

No consultants may be engaged without the approval of the Office of Management and Budget. This includes consulting engagements previously exempt from the Office of Management and Budget's Circular Letter 88-04.

Reserved Accounts

Accounts 34, 36, 38, and 7X in fund 100 have had 50 percent of the free balance placed in reserve. Applications (AR22s) to release reserved funds must be fully justified and approved by the Office of Management and Budget. Justification must include the financial or health and safety impact of not releasing such funds, and must indicate why such needs could not have been achieved by using the available 50 percent of the account or reallocation from other minor object accounts.

Purchase and Lease of New Cars, Station Wagons, and Vans

Purchase of the above vehicles is not permitted unless for emergency situations for which a form PB-6, Requisition, must be completed and forwarded to the Purchase Bureau. The memorandum of December 29, 1989, from the General Services Administration remains in effect.

Requests for Exception

Requests for exception to the above non-personnel policies must be submitted to the Office of Management and Budget. Any requests must be for critical needs only and such requests must indicate the legal, financial or health and safety impact of such requested action.


Richard F. Keevey
ACTING DIRECTOR