



EXECUTIVE CHAMBERS

HONOLULU

DAVID Y. IGE
GOVERNOR

February 2, 2021

EXECUTIVE MEMORANDUM

MEMO NO. 21-01

TO: All Department Heads

SUBJECT: Amendment to Executive Memorandum No. 20-08, *FY 21 Budget Execution Policies and Instructions*, Workforce Control

The coronavirus, COVID-19, continues to have an enormous impact across the globe and recovery from the resulting widespread economic slowdown is expected to take several years. However, the availability of vaccines brings hope that our lives and livelihoods will one day return to normal. The Safe Travels program has helped to bring light to Hawai'i's faltering economy and, thus far, the State's economic recovery has exceeded expectations.

Executive Memorandum (E.M.) No. 20-08, *FY 21 Budget Execution Policies and Instructions*, imposed a hiring freeze on all budgeted positions, for all means of financing, with limited exceptions due to the uncertain impact of COVID-19. As it currently appears that the general fund is bearing most of the fiscal impact, the authority to approve the filling and extension of non-general fund budgeted positions is delegated to each respective department.

Effective immediately, the following amendments to E.M. No. 20-08, *FY 21 Budget Execution Policies and Instructions, Attachment A*, Item 15.b.2, shall apply:

15. **Workforce Control**. (amended)

b. **Establishment and Filling of Positions/Vacancies**. (amended)

b.2 **Exceptions**. The Governor's approval is not required for the cases listed below.

- Filling and extension of positions that are 100% non-general funded and included in the budget (Act 5, SLH 2019, as amended, including transfers) or 100% non-appropriated federally funded or trust funded. This includes temporary positions established for programs directly addressing the coronavirus (COVID-19) situation that are funded by coronavirus (COVID-19) federal funds.

- Filling of authorized positions supporting the State's response to COVID-19 in the Departments of Defense (DOD), Health (DOH), and Labor and Industrial Relations.
- Filling of authorized **direct instructional** (teaching) positions in UH, DOE, and the Charter Schools.
- Filling of authorized positions in the Hawai'i Health Systems Corporation (HHSC).
- Filling of Public Safety correctional facilities and correctional programs staff positions.
- Filling of positions in Child Protective Services.
- Filling of Hawai'i State Hospital staff positions necessary to ensure Department of Justice compliance.
- Filling of Hawai'i Youth Correctional Facility staff positions.
- Establishment and/or filling of authorized exempt DOH positions previously mandated by the Felix or Makin Consent Decrees and are currently necessary to ensure compliance.
- Granting of temporary assignment to existing employees.
- Establishment and filling of positions pursuant to Section 76-16(b), subsections (5), (7), and (16), HRS.
- Filling of civil service positions identified for Reduction-in-Force placements, and/or for placements of disabled employees.
- Filling and/or extensions of positions under **blanket** authorizations approved by the Governor specifically for FY 21.

Departments must ensure that funding is sustainable, especially in view of significant special fund revenue transfers to the general fund currently being considered, in addition to FB 2021-23 Executive Budget Requests. We are responsible for the State's fiscal health and we must act together and act prudently. Your attention to this matter is appreciated.

/s/

DAVID Y. IGE
Governor, State of Hawai'i