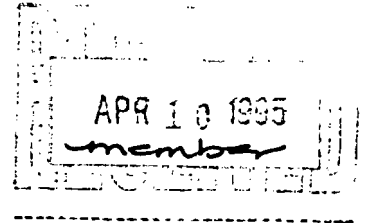


APR 09 1995

Directive No: 161

# DIRECTIVE

TO: ALL EMPLOYEES AND DEPARTMENT HEADS  
FROM: GOVERNOR  
SUBJECT: AUSTERITY MEASURES



In keeping with the statements and objectives recently presented in my Budget Statement of Fiscal Year 1996, I direct the Secretary of Finance and the Special Assistant for Management and Budget to carry out the following austerity measures. Effective immediately and until further notice, all within grade increases are suspended, and conversions authorized but unfunded by Public Law 7-31 are also suspended. Merit increases for all employees are suspended until further notice.

New hiring is suspended across the board. The only exceptions permitted will be for critical positions in health, public safety, law enforcement, legal representation. Exceptions will be made for new positions and contracts required of approved federal programs and grants.

Government departments and agencies can help to control expenditures by conserving water and power consumption thereby reducing the government's utility obligations. There will be a reduction in government travel. From now on all travel authorizations will be reviewed by the Special Assistant for Budget and Management. Final approval rests with me. There will be no overtime except during emergency conditions. There will be no exceptions. Last year we expended over \$2.8 million in unbudgeted costs for overtime for public safety alone.

Professional service contracts will be limited to those that are necessary to implement ongoing reforms in the area of health, immigration, labor, and law enforcement and in furtherance of other executive initiatives.

Your cooperation is appreciated.