# ALL AGENCY MEMO 2020-07

March 16, 2020

To:        All Agency Directors

From:      Susan Brown, Director

Subject:   Hiring Freeze and Justification to Fill Process

Governor Sisolak directed an immediate hiring freeze for all Executive Branch agencies effective March 16, 2020. The freeze applies to all positions, whether funded by general funds, fees, highway funds or federal funds. Exceptions to the hiring freeze may only be granted upon approval of the Governor's Finance Office, Budget Division and the Governor's Office.

Exception requests may only be submitted after review and approval by a Department Director. This function may not be delegated.  For a vacant position to be exempted from the current hiring freeze, a completed electronic Justification to Fill (JTF) form must be e-mailed to the agency's assigned Executive Branch Budget Officer at the Budget Division. A separate JTF must be e-mailed for each position. Those JTFs approved by the Budget Division will then be forwarded to the Governor's Office for consideration. Only those positions that are critical to public safety, client care, essential state services, or that generate revenue for the state will be eligible for approval.

To expedite the process, all JTF forms must be completed electronically in Acrobat, saved as a PDF file and forwarded to the next step in the chain of approval via e-mail. Supporting documentation may be attached to the email but all fields in the JTF must be completed. Entries consisting entirely of "See Attached File" or similar wording are not acceptable.

Since the completed forms will not have handwritten signatures, agency submissions of the JTF to the Governor's Finance Office, Budget Division must originate from the Department Director's e-mail address.  All other submissions will be rejected.

 JTF form link: [Justification to Fill Form](#)