

Frequently Asked Questions

Hiring Freeze under Administrative Order 358

MAY 14, 2025

1. What is the effect of the AO?

The Administrative Order (AO) 358 supersedes any previously issued memos relating to hiring or travel.

2. Does the hiring freeze apply to exempt agencies and public corporations such as the Alaska Commission on Postsecondary Education and the Alaska Industrial Development and Export Authority?

Yes, the AO applies to all executive branch agencies, including departments, boards, commissions, and public corporations. The hiring freeze does *not* apply to positions that are essential to protect Alaska citizens.

3. May my department seek a blanket waiver for a job class?

Yes, the Commissioner may submit a memorandum with a request for specific classes of positions to be exempted from the hire freeze. It needs to include a justification of why the positions are essential. It should be directed to the Chief of Staff (COS) and the Director of the Office of Management and Budget (OMB).

4. What form should be used when requesting a waiver to issue a recruitment?

Please use the standard hiring request form (link below) and select *Recruit* under the *Request approval* to field. Since this is a request to issue a recruitment, the *Request for Person* and the *New Employee* information fields should be left blank. Please follow your department Commissioner's office instructions as your Commissioner (or their designee) will submit the memorandum directly to the Office of Governor.

https://auth.alaska.gov/OMB/budget_instructions/Hire_Waiver_Template_10-1-2023.pdf

5. A job offer was accepted on May 9, 2025, the day the AO was issued, may we proceed with this appointment?

Yes, May 9th is the cutoff date. If you made a job offer (after receiving the appropriate hire approval) and the candidate accepted it on or before May 9th, that position is not subject to the hiring freeze.

6. When an employee is in the job reassignment process under the Americans with Disabilities Act must a waiver be approved prior to placing the individual in the new position?

The Commissioner will need to submit a hire waiver with justification and explanation for which the individual is qualified and can perform the essential functions with or without reasonable accommodation and be reassigned to. These can be marked as a high priority.

7. May we transfer a pregnant employee to a vacant position under AS 39.20.520? Do we need to seek a waiver from the OMB?

The Commissioner will need to submit a hire waiver with justification and explanation for which the individual needs to be transferred to a vacant position.

8. May we fill a position that is 100% federally funded?

The Commissioner will need to determine if the position is essential and submit a hire waiver with justification.

9. Does the freeze prevent us from appointing someone under rehire rights?

Yes.

10. Does the hiring freeze prevent us from enacting internal transfers, i.e., moving an employee from one PCN to another?

The Commissioner will need to determine if the position is essential and submit a hire waiver with justification.

11. Is the establishment and extension of on-call and short-term nonpermanent positions to provide patient and resident services and food service within 24-hour institutions exempt from the hiring freeze?

A hire waiver is not required for positions that provide patient, resident, or food services within 24-hour institutions.

12. May we appoint an employee to be in acting status of a vacant position?

A hire waiver is not required. (See OMB RP Delegation of Approval matrix to determine if OOG approval is still required.)

13. We have a vacancy that was to be filled with a candidate in layoff status. May we proceed with the hire?

If a determination was made on or before May 9th, yes, the laid off employee may be appointed without a waiver. If not, the Commissioner will need to determine if the position is essential and submit a hire waiver with justification.