

MAINE STATE LEGISLATURE

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OFFICE OF
THE GOVERNOR

NO. 9 FY 91/92
DATE August 15, 1991

SPECIAL BUDGET AND EXPENDITURE ORDER OF 1992

WHEREAS, the economy of Maine and the Northeast continues to perform below the growth levels of previous years; and

WHEREAS, it is necessary and prudent to effect a reduction in authorized expenditures without significantly interrupting public services; and

WHEREAS, further savings in the General Fund can be generated through controls in the filling of vacancies;

NOW, THEREFORE, I, John R. McKernan, Jr., Governor of the State of Maine, do hereby extend and modify the special hiring freeze program that was implemented by Executive Order 14 FY 90/91 until further notice.

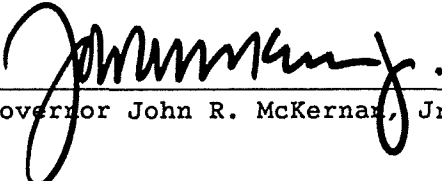
This extension only applies to positions wholly or partially funded by the General Fund. Requirements and procedures for this extension and modification are described in Human Resources Memorandum 26-91 and each agency and department is ordered and directed to comply with the requirements and procedures of this memorandum.

It is further ordered, effective immediately, that all department and agency heads implement the following procedures for their General Fund accounts.

1. No positions funded in whole or in part by the General Fund that are vacant or become vacant will be filled on a permanent or temporary basis without prior approval of the Governor's Office. Specific new General Fund class blanket exemptions will be issued by Human Resource Memorandum.
2. Agencies will be required to fund all reclassifications and reorganizations with permanent funding within authorized Personal Services budgets.
3. Out-of-state travel will be limited in accordance with Executive Order #5 FY 90/91, as revised.
4. In-state travel will be reduced to the absolute minimum.

5. No unscheduled overtime will be allowed except with the prior approval of the department head on each specific occasion when it is deemed unavoidable.
6. Prudence shall be used in the expenditure of monies from any Internal Service funds whose revenue comes wholly or partially from General Fund sources.
7. Purchase or renewal of periodicals for individuals as well as payment of dues to professional organizations must be carefully reviewed and processed only where critical to agency operation or certification.
8. A freeze is placed upon the purchase of all capital equipment, capital repairs and maintenance, except in cases of extreme emergency. Any emergency procurements must be approved by the appropriate department head.
9. Efforts to reduce costs related to utility usage in telephone service, postage and energy services should be intensified immediately in all departments. These efforts should include a reduction in non-essential telephone usage and telephone lines, the increased usage of 3rd and 4th class mail where possible, bulk and pre-sorted mailing, and increased efforts to implement energy audit recommendations.
10. Any other economies and revenue producing efforts which may be legally effected on an individual department or agency basis shall be implemented as soon as possible.

This Order is effective immediately and will remain in effect through June 30, 1992, unless specifically amended, terminated or extended by Executive Order.


Governor John R. McKernan, Jr.