



August 7, 2020

OFFICERS

Subject: Hiring Freeze on Non-Bargaining Unit Hiring

As announced today by the Postmaster General, the Postal Service has initiated structural changes aimed at improving the efficiency of the Postal Service and reducing costs. To ensure that the contemplated structural changes are effective, we are implementing a hiring freeze effective immediately. This hiring freeze will apply to all external hiring and internal promotions for all non-bargaining unit employees (EAS, Attorney, Pay Band, and PCES).

The hiring freeze will remain in place until the Postal Service completes all structural changes and determines that no further changes are required. A formal written communication revoking the hiring freeze will be issued at the appropriate point in time.

During this hiring freeze,

- No internal or external packages will be forwarded by the Human Resources Shared Service Center (HRSSC) to review committees or selecting officials.
- The EAS Vacancy Management Application for field postings will be restricted immediately, all jobs will be placed on the exception list.
- Any external non-bargaining candidate(s) who receives a written job offer and accepts prior to August 15 will be permitted to be onboarded.
- Any internal employee who has been notified of their selection and the selecting official and higher-level official has input the selection into eCareer prior to August 15 will be processed for promotion.
- No selections should be made or allowed after August 15. No exceptions will be granted where a selecting official fails to complete interviews or higher level approvers fail to concur in time to meet the August 15 selection deadline.
- No new internal or external positions should be advertised or posted effective immediately, unless an exception is approved.

The HRSSC will cancel all open internal and external non-bargaining postings after August 15. Where possible, external candidates should be informed of this hiring freeze.

The only exception to the above policy for Headquarters and HQ-related positions will be if a currently posted position cannot be filled with an internal detail which requires a specific license or professional certification (ex. Attorney, Psychologist) and the existing vacancy will have a significant impact on operations or will impact the Postal Service's ability to effectively process the aforementioned structural changes. Any exception requests meeting the criteria must be forwarded to Joseph Bruce, Director, National Human Resources, by close of business on August 15.

Any future exceptions to the hiring freeze policy due to critical positions must be approved in advance by the appropriate Executive Leadership Team (ELT) member. Headquarters' positions should be forwarded to Simon Storey, Vice President, Employee Resource Management, for final review and approval. Field vacancy exceptions should be submitted through the EAS Vacancy Management Application for final review and approval.

Any questions regarding this hiring freeze policy should be forwarded to Joseph R. Bruce, Director, National Human Resources, at joseph.r.bruce@usps.gov or 202-268-3666.


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