



MEMORANDUM

Date: March 18, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Hiring Freeze Effective March 18, 2020**

To accommodate the expected adverse fiscal impact of the COVID-19 pandemic health crisis, I have suspended all employee hiring within the County. For departments who have scheduled or completed interviews and made employment offers, those should continue. All pending new job requisitions will be placed on hold.

CHH/lab

c: Presiding Judge, Superior Court
Elected Officials
Appointing Authorities