

*Executive Order No. 24*  
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EXECUTIVE ORDER NO. 24—DECEMBER 9, 1974

Vacancy Control Board

Whereas, The revenues of the City are being adversely affected by the deepening economic recession, while the costs of operating the City's programs are drastically increased by inflation; and

Whereas, The policies adopted by the City to offset the impact of such conditions through reasonable increases in revenues, feasible reductions in the number of persons employed by the City, increased productivity and intensive program review must be supplemented by stringent controls over the filling of positions.

Now, therefore, pursuant to the power vested in me by the provisions of Section 3 and Section 1(c) of the New York City Charter, it is hereby ordered as follows:

Section 1. Executive Order No. 5, dated January 19, 1966, is hereby repealed.

§ 2. No agency may, on or after December 1, 1974, fill or refill any vacant position then existing or occurring thereafter, which is funded in whole or in part by City Tax Levy or Capital Funds.

§ 3. All blanket certificates now in effect, which permit such filling of Tax Levy or Capitally funded positions are hereby cancelled effective December 1, 1974.

§ 4. The filling of positions funded other than by City funds under blanket certificates now in effect, will continue to be permissible pursuant to such certificates, subject to periodic review to assure proper and prudent use of the authority granted thereby.

§ 5. Personnel ceilings issued to selected agencies by the Budget Director, the compliance with which was one basis for issuance of blanket certificates to such agencies, are likewise cancelled and any limited filling authority under such ceilings and related certificates is voided. Agencies covered by such ceilings will prepare and submit a final November 22, 1974 report as required by the Budget Director's ceiling letter.

§ 6. Where inability to fill a position under this Order would critically impair an agency's ability to fulfill its mission; where filling is required by law or regulations; and where failure to fill will result in revenue loss or more than offsetting overtime costs, or similar uncontrollable and costly consequences, agencies may for each such case request of the Vacancy Control Board that a certificate of the Mayor be issued to permit filling of such a position. Such requests must be submitted in triplicate, be accompanied by required forms and information, and be signed by the agency head. All requests and correspondence should be directed to the Budget Director, c/o, Vacancy Control Board, Room 1214, Municipal Building, New York, New York 10007.

§ 7. There is hereby created a Vacancy Control Board which shall consist of the First Deputy Mayor, as Chairman, the Director of the Budget and the Personnel Director. It shall meet regularly, shall maintain appropriate minutes and records and shall have the power to require information needed for evaluation of any request made by an agency pursuant to section six of this Executive Order. The Board shall also

have the power to issue such guidelines, forms and instructions as are required for the proper performance of its functions. Such Board shall supersede any prior Board created by Executive Order for a similar purpose.

§ 8. This Executive Order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.

*Repealed by Exec Order 90*  
*1977*