



City of Methuen, Massachusetts

OFFICE OF THE MAYOR

The Searles Building, 41 Pleasant Street, Room 303

Methuen, Massachusetts 01844

Telephone: 978-983-8505

David P. Beauregard, Jr.

Mayor

BY HIS HONOR
DAVID P. BEAUREGARD, JR.
MAYOR
EXECUTIVE ORDER NO. 2025-01

IMPLEMENTING A MUNICIPAL HIRING FREEZE AND OVERTIME RESTRICTIONS

WHEREAS, the City of Methuen is facing increasing fiscal pressures due to rising costs and continued uncertainty in state and federal funding;

WHEREAS, the City has a responsibility to carefully manage expenditures while preserving core public services and maintaining long-term fiscal stability;

WHEREAS, instituting a temporary hiring freeze and limiting overtime expenses are prudent steps to ensure responsible budgeting and workforce management as the City prepares for the Fiscal Year 2026 budget cycle;

NOW, THEREFORE, I, David P. Beauregard, Jr., Mayor of the City of Methuen, by the authority vested in me as Chief Executive Officer, do hereby order as follows:

SECTION 1. EFFECTIVE DATE AND DURATION

A municipal hiring freeze and overtime restrictions shall take effect at the close of business on May 30, 2025, and shall remain in place through December 31, 2025, unless modified or rescinded by further executive action.

SECTION 2. COVERED POSITIONS

The hiring freeze shall apply to all personnel actions across departments under the City of Methuen's jurisdiction, including but not limited to new hires, promotions, and rehires for positions funded in whole or in part by municipal funds.

SECTION 3. EXEMPTIONS

The following categories of positions are exempt from this hiring freeze:

1. Public Safety: Police officers, firefighters, dispatchers, and other personnel necessary to maintain public safety operations.
2. Direct Care Providers: Employees delivering critical health, mental health, social, or support services directly to residents.
3. Seasonal Employees: Temporary staff hired for seasonal functions.

4. Court-Ordered or Settlement-Required Positions: Any position required to be filled pursuant to a court order, consent decree, or settlement agreement.
5. Senior Work-Off Abatement Participants: Individuals participating in the City's Senior Work-Off Abatement Program, who perform services in exchange for a property tax reduction.
6. Revenue-Generating Positions: Positions with responsibilities that directly generate revenue for the City.
7. Department Heads: Appointed department heads and assistant department heads subject to City Council confirmation, as necessary to ensure effective leadership and continuity of municipal operations.
8. Methuen Public Schools: Educational and support staff employed by the Methuen Public Schools, as necessary to ensure the uninterrupted delivery of instructional and school-based services.

SECTION 4. ADDITIONAL WAIVER PROCESS

In extraordinary circumstances not covered above, department heads may request a written exemption from the Mayor's Office. Requests must include a compelling justification for the position and the operational impact if left unfilled. All waiver decisions shall be at the sole discretion of the Mayor.

SECTION 5. OVERTIME FREEZE

Effective May 30, 2025, all departments shall implement an immediate freeze on overtime spending for all non-public safety personnel.

- Overtime shall not be authorized, accrued, or paid to non-public safety employees during the term of this order unless an emergency exception is granted.
- Department heads may request an exception for overtime necessary to respond to urgent or unforeseen circumstances that, if left unaddressed, would pose a threat to public health, safety, property, or the continuity of essential municipal services.
- Emergency overtime and exception requests must be submitted in writing and approved in advance by the Mayor.
- Public safety departments are exempt from this section but must continue to monitor and report overtime usage as directed by the Mayor and Chief Administrative and Financial Officer.

SECTION 6. OVERSIGHT AND COMPLIANCE

The Chief Administrative and Financial Officer and Human Resources Director shall jointly monitor compliance with this Order and provide monthly reports to the Mayor's Office outlining staffing levels, exempt hires, and any approved waivers.

SECTION 7. REVIEW

This Order shall remain in effect until December 31, 2025, unless extended, modified, or rescinded based on the City's financial condition and operational needs.

Given this 21st day of May, 2025

A handwritten signature in black ink, appearing to read "D.P. Beauregard, Jr.", written in a cursive style.

David P. Beauregard, Jr.
Mayor