



STATE OF NEW YORK  
EXECUTIVE CHAMBER  
ALBANY 12224

## EXECUTIVE CHAMBER

**TO:** All Local Government Leaders

**FROM:** Melissa DeRosa, Secretary to the Governor

**DATE:** March 16, 2020

**SUBJECT:** Non-Essential Employee Guidance in Response to COVID-19 Emergency

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The rapid increase in suspected and confirmed cases of COVID-19 is an unprecedented public health emergency facing all New Yorkers. As leaders in state and local government, our first and foremost responsibility is to ensure the health and safety of the public. This essential duty requires our decisive action now to slow the spread of this virus.

On behalf of Governor Andrew M. Cuomo and all New Yorkers, I call upon you – as executives, managers, administrators, mayors, supervisors, and leaders – to join the State of New York and limit your local government workforce to only its essential employees for the next two weeks. Specifically, all non-essential employees of local government agencies and authorities should not report to work, reducing your workforce by, at least, fifty percent (50%), until March 31, 2020.

You and your local agency officials should consider essential employees as any person whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the emergency response to COVID-19. Non-essential employees should be considered any person who does not need to be physically present to perform their job functions, or they are not currently required to meet the core functions of their agency or authority during this emergency response.

Throughout state government, non-essential employees will not be charged accruals during this time. Non-essential state employees are being directed to work from home, to the extent practicable. While they are home, these employees may be assigned work outside of their normal duties. State agencies may change an employee's designation as either essential or non-essential at any time. Finally, state agencies will continue to recruit volunteers or mandate staff to support the critical COVID-19 response efforts across the state.

The people we serve demand action. Let leadership be our legacy. Thank you.