



**Date** March 15, 2020

**To** Agency Presidents  
Department Heads  
Agency Human Resources Leads

**From** Paul Fama, Chief People Officer

**Re** Non-Essential Employees

Today Governor Andrew Cuomo released a memorandum directing all non-essential state employees to not report to work for two weeks. The Governor's memorandum is enclosed for your convenience.

As such, all non-essential employees are hereby directed to stay home starting tomorrow, March 16, 2020 for two weeks, or until directed otherwise. To the extent that a non-essential employee can telecommute, they should do so. Employees who intend to telecommute may come in to gather any necessary materials or resources they need to perform their roles remotely. All telecommuting employees will need to sign a Telecommuting Agreement.

The determination of which employees are considered "non-essential" is in the discretion of department heads. For the purposes of this directive, **essential employees** include anyone (a) whose job function is essential to the effective operation of their agency or authority; or (b) who must be physically present to perform their job; or (c) who is involved in the COVID-19 emergency response. Sworn officers, including those at Bridges & Tunnels, are also considered essential. **Non-essential employees** include anyone (a) who does not need to be physically present to perform job functions; or (b) who is not required to meet the core function and programs of their agency during this emergency response.

Employees will **not** be charged their accruals to fulfill this directive.