



OFFICE OF HUMAN
RESOURCES MANAGEMENT

Dear Campus Community,

UPDATE - Governor Cuomo has directed an early departure for state offices in several counties including those in the Capital District. As such, non-essential employees should begin to transition to working remotely, if not already doing so. Non-essential employees who are not able to work remotely should go home and will not be required to charge accruals. Essential employees unable to work remotely will remain on duty or report as scheduled. Classes will be conducted remotely as of 3pm as previously announced.

With the impending winter storm approaching, we urge you to use extreme caution when traveling and encourage employees who have telecommuting agreements to work remotely. Non-essential employees who do not report to work, report late or leave early, in consultation with supervisor, must charge appropriate leave credits. Classes will be conducted remotely beginning at 3pm through the end of the day today.

As only the governor can close state offices, no employee can be directed to not report to work or leave before the end of their work day. When students are on campus, offices that provide essential or direct student services may reduce to minimal staff if remote services are not feasible.

Essential employees are to report in accordance with their schedule. Any essential employee who will be tardy or unable to report due to extreme weather conditions must follow normal call-in procedures in order to charge accruals.

Any safety or security concerns should be reported immediately to University Police Department (UPD) at (518) 442-3131.

Report any snow or ice clearing concerns to the Facilities Office Customer Service Center at (518) 442-3480.

Denise

Denise L. Szelest
Senior Director