



DIVISION OF FINANCE AND ADMINISTRATION

University at Albany State University of New York

April 13, 2020

Dear UAlbany Employee:

Governor Cuomo has extended the directive for non-essential state employees to remain working from home **through April 29, 2020**.

- **Non-essential employees** must remain home but continue to work to the extent possible. Those employees who cannot perform their regular duties from home must remain available to work. **Non-essential employees may be assigned alternate duties to perform at home at any time as determined by their supervisor.**
- **Essential employees** able to work from home should continue to do so. Every effort should be made to limit the number of essential employees on campus and the time spent there. Essential employees may be assigned alternate duties as well.

Note: An employee's essential or non-essential status may change as operational needs dictate.

Research Foundation employees follow the same stay-at-home directives and designations.

Supervisors must collect a [telecommuting form](#) from **all** employees performing work from home (excluding teaching faculty). Please send completed telecommuting forms to ohrm@albany.edu.

We ask that you continue to regularly monitor your UAlbany email and the [COVID-19 information web page](#), which contains all communications sent to our University community.

Should you have any questions, please contact the Office of Human Resources Management at ohrm@albany.edu or 518-437-4700.

Sincerely,

Todd Foreman
Vice President, Finance & Administration