



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224

David A. Paterson
Governor

Laura L. Anglin
Director of the Budget

BUDGET BULLETIN	B-1186	April 7, 2009
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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: Laura L. Anglin 

SUBJECT: 2009-10 Workforce Reduction Plans

In order to address the dramatic declines in revenues caused by the nationwide fiscal crisis, Governor Paterson has proposed reductions in every area of State government. In the absence of workforce savings through labor concessions, balancing the 2009-10 State Operations Budget will require savings through reductions in the workforce. These reductions will be accomplished primarily through attrition and layoffs, as well as through continuation of the hiring freeze. Effective April 3, 2009, all hiring freeze waivers and exemptions authorized pursuant to Budget Bulletin B-1182 are hereby revoked. Formal commitments to fill positions, which occurred on or before April 3, 2009, may be honored. Agencies must provide a written verification to the Department of Civil Service – Director of the Staffing Services Division that such appointments are the result of a formal hiring commitment made before April 3, 2009. All provisions of Budget Bulletin – B-1182 otherwise remain in effect. Requests for new waivers and exemptions will be reviewed in the context of the Workforce Reduction Plans, described below.

The Budget Division will provide agencies with workforce and State Operations financial plan targets reflective of personal service savings. Agencies should plan for and implement necessary workforce reductions as soon as possible, but no later than July 1, 2009, so that the recurring savings anticipated in the 2009-10 Executive Budget can be achieved and potential employment opportunities for those facing layoffs can be identified.

Agencies should strive to achieve the maximum number of reductions through normal attrition. In developing the Workforce Reduction Plan, agencies should ensure that reductions are made in ways that do not impair the agency's core mission, and are distributed fairly and shared equitably across positions. To the extent that specific lower-priority agency activities and programs are curtailed or eliminated, associated workforce reductions should be distributed based on objective measures of the agency's requirements for providing critical services. As such, it is expected that Workforce Reduction Plans will impact positions at all levels, including middle and upper level management positions. However, in recognition of the withholding action occurring with

Managerial and Confidential (M/C) compensation, M/C and other unrepresented employees should be exempted from layoff actions wherever legally permissible in consideration of layoffs of represented (unionized) employees; though attrition associated with M/C positions can and should contribute to workforce reductions.

Workforce Reduction Plans

Workforce Reduction Plans are required from all agencies regardless of funding source. A separate Workforce Reduction Plan (see attachment for format) should be completed for each fund type. Such plans should reflect all actions necessary to achieve the July 1, 2009, workforce target. Agencies should contact their budget examiner immediately to discuss the agency's workforce reduction strategies. Agencies are required to complete and submit their Workforce Reduction Plan to their budget examiner and the Director of State Operations as soon as possible, but no later than April 21, 2009. Your discussions and the resulting plan should be considered Policy Advice to the Budget Director, until approved and implemented.

Attachment

