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Governor

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

Valerie Grey  
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Robert L. Megna  
Director of the Budget

**MEMORANDUM**

TO: Agency Commissioners

May 13, 2010

FROM: Valerie Grey  
Robert Megna

SUBJECT: Employee Overtime Limitation

In order to significantly reduce expenditures related to State employee overtime, effective immediately in all Executive Branch agencies there is a moratorium on the scheduling of overtime hours or coverage. This moratorium applies to annual and non-annual salaried employees.

Overtime will be permitted only for employees who are in positions requiring the provision of direct care services or the performance of functions necessary for the preservation of health or safety.

The Division of the Budget will be reviewing payroll data to monitor overtime hours and expenditures to ensure compliance with this directive.

Please alert your Executive staff to this important and urgent effort.