



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

Howard Glaser  
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Andrew M. Cuomo  
Governor

Robert L. Megna  
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**MEMORANDUM**

**TO:** Agency Heads

**June 8, 2011**

**FROM:** Howard Glaser  
Robert L. Megna

**SUBJECT:** Workforce Reduction

In the Division of the Budget's previous letter of May 11, 2011, which assigned personal cash ceilings for each agency, agencies were advised to immediately begin planning for workforce reductions, including layoffs, to achieve the personal service savings of \$450 million reflected in the 2011-12 Enacted Budget. In consultation with the Department of Civil Service and the Division of Budget, agencies have begun taking the necessary steps to achieve the target of 9800 layoffs beginning July 15.

Employees serving in titles targeted for elimination may be eligible for transfer. Not later than Monday, June 13, and subject to DOB clearance, agencies should provide to DOB a list of titles impacted by workforce reductions, and prepare to contact employees eligible for transfer under the Agency Reduction Transfer List (ARTL) program. Further guidance regarding the implementation of the ARTL process is available in the Department of Civil Service Guidelines for the Administration of a Reduction in Force, and additional information is available in the June 1 Informational Bulletin on the Electronic System for ARTL.