

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
COMMISSIONER'S DIRECTIVE NO. 2020-2  
CONCERNING THE RECRUITMENT OF PERSONNEL  
DURING THE COVID-19 CRISIS  
April 13, 2020**

WHEREAS, on March 7, 2020, Mayor de Blasio issued Emergency Executive Order No. 98 declaring a State of Emergency in the City of New York resulting from the outbreak of novel coronavirus disease 2019 (“COVID-19”); and

WHEREAS, Emergency Executive Order No. 98 directs “all agency heads . . . to take all appropriate and necessary steps to preserve public safety and the health of their employees, and to render all required and available assistance to protect the security, well-being and health of the residents of the City”; and

WHEREAS, Section 12-120(a) of the Administrative Code of the City of New York (“Admin. Code”) requires a new City employee (i) to establish residency in the City of New York on the date he or she enters city service or within ninety days after such date, and (ii) to maintain city residence as a condition of employment; and

WHEREAS, Admin. Code § 12-120(b) provides that an employee who has established residency in the City of New York within the required ninety days after city service began and maintained such residency until completing two years of city service may reside in Nassau, Westchester, Suffolk, Orange, Rockland or Putnam County; and

WHEREAS, Admin. Code § 12-121 authorizes the Commissioner of Citywide Administrative Services to certify that there is difficulty in the recruitment of personnel for City positions, and that recruitment for such positions should not be restricted to candidates who are residents or who are willing to establish residency within ninety days of commencing City service; and

WHEREAS, there is an immediate and urgent need to appoint to City service persons having special skills to address the COVID-19 emergency, as well as an urgent need to supplement the existing City work force, members of which may be temporarily incapacitated or displaced because of COVID-19; and

WHEREAS, due to the COVID-19 emergency there is currently and during the coming months there will continue to be a difficulty in the recruitment of personnel for City positions and to restrict recruitment for such position to persons who meet the residency requirements of Admin. Code § 12-120

based on their residence or their ability and willingness to establish residence consistent with such requirements would not be in the public interest; and

WHEREAS, it is expected that the ability of persons not currently residing in New York City to establish residency within 90 days of commencing City service will be severely impaired by the COVID-19 emergency; and

WHEREAS, there is a City-wide hiring freeze except for positions deemed essential as determined by the Mayor's Office of Management and Budget;

NOW, THEREFORE, I take the following actions:

Section 1. I hereby certify that due to the COVID-19 emergency there is currently and during the coming months there will continue to be a difficulty in the recruitment of personnel for City positions and that to restrict recruitment for such position to persons who meet the residency requirements of Admin. Code § 12-120 based on their residence or their ability and willingness to establish residence consistent with such requirements would not be in the public interest.

§ 2. I hereby direct that persons hired for City positions authorized by the Mayor's Office of Management & Budget during the State of Emergency declared by the Mayor on March 7, 2020 shall not be required to establish or maintain residence pursuant to the requirements of Admin. Code § 12-120 as a condition of employment while in service in such positions until six months after the Mayor shall rescind the State of Emergency.

§ 3. Provided that a person who begins City service during the State of Emergency establishes City residency within six months after the State of Emergency is rescinded, all of such service shall count toward the two years of service required for a City employee to reside in Nassau, Westchester, Suffolk, Orange, Rockland or Putnam County.

§ 4. This Commissioner's Directive No. 2020-2 shall take effect immediately.

Dated: April 13, 2020

Lisette Camilo  
Commissioner