



Inclusion Through  
Diversity

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*"Promoting excellence in County operations while respecting the needs of the people we serve."*

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## **Tompkins County COVID-19 Directive #4** **May 29, 2020**

Upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued the following **COVID-19 Directive #4**. Directives must be followed to ensure a consistent safe and orderly operations of our departments and are in place until released by a future directive.

**Directive #4: The Flexible Hiring Freeze, the Flexible Vehicle/Equipment Purchase Freeze, and the Travel and Training directives remain in effect.**

This is a continuation of guidance that was emailed by the County Administrator on 3/27 and 4/2.

### **Guidance**

#### "Flexible" hiring freeze

1. The freeze will apply to all departments, including 24/7 operations and mandatory and non-mandatory services.
2. "Flexible" means that the County Administrator is willing to discuss with any department head their interest to fill a vacant position. Department heads should be prepared to assess and demonstrate the balance of operational need for the position/work and financial impact both in terms of budgeted salary and fringes, potential overtime for not filling the position or impact of not completing the work.
3. Vacancies that have already been approved through the TC Vacancy Request Laserfiche form can continue to be filled.
4. Any vacancy that currently exists and has not been approved to fill or any position that becomes vacant in the future will not be automatically approved.

#### "Flexible" vehicle/equipment purchase freeze

1. The freeze will apply to all departments, including 24/7 operations and mandatory and non-mandatory services.
2. "Flexible" means that the County Administration is willing to discuss with any department head their interest to purchase a budgeted vehicle or piece of equipment (single unit cost of \$10,000 or greater). Department heads should be prepared to assess and demonstrate the balance the operational need and financial impact.
3. Vehicles or equipment purchases that have already been ordered can continue to be purchased.
4. Any vehicle or equipment purchase (single unit cost of \$10,000 or greater) that has not been ordered will not be authorized for purchase without County Administrator approval.

#### Travel and Training

1. Travel and Training: All out of County travel and training is suspended until further notice. If travel outside the County is required, a request should be made to the HR Commissioner for review and approval.