



MEMORANDUM

TO: All Employees

FROM: The Bureau of Human Resources
Office of Employee Compliance

SUBJECT: NYC Residency Requirements & Executive Order 131

Employee Residency Requirements:

The New York City residency law, codified at Sections 12-119 through 12-121 of the New York City Administrative Code, as amended, requires employees, other than those who entered City service on or before September 1, 1986, to establish city residence within 90 days of entering City service and thereafter maintain city residence as a condition of employment.

Section 12-120(b) provides that employees who have completed two continuous years of City service while maintaining residency in the City will remain in compliance with the residency law if they establish and maintain residency in Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

Executive Office of the Mayor and Mayoral Agencies

Section 12-120(b) (i) authorizes the Mayor to require agency heads and other senior staff (Deputy Commissioner’s; Assistant Commissioner’s; General Counsel; Chiefs of Staff) who have completed two years of city service to continue to maintain residence in the City as a condition of employment.

Mayoral Executive Order No. 131 (“EO131”), issued pursuant to section 12 120(b) (i), requires agency heads and other senior staff to maintain City residence as a condition of employment. The Commissioner may waive the residency requirements of EO 131 for a prospective covered appointee upon a demonstration that they impose a substantial personal hardship on the prospective appointee.

OFFICE TITLE: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____