



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor


BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

MEMORANDUM

TO: Cabinet Secretaries and Heads of Independent State Agencies in the Executive Branch

FROM: David R. Brinkley
Secretary 

DATE: January 13, 2016

RE: Emergency Release Determinations

As a reminder, only the Secretary of the Department of General Services (DGS) has authority to close facilities and buildings that are owned, operated or leased by the State. The DGS Secretary also has authority to release State employees who work in buildings that are owned and operated by county or municipal governments or privately owned and operated facilities. If you believe an emergency condition exists that appears to necessitate the closure of a building or facility, you must request approval from the DGS Secretary before releasing employees.

After DGS approves the release, my office will be notified of the closure. We will make a subsequent determination about whether the affected employees will be granted administrative leave.

If you have any questions concerning this matter, please contact Cynthia A. Kollner, Executive Director, Office of Personnel Services and Benefits, at 410-767-4715. Thank you.

cc: C. Gail Bassette, Secretary, DGS
Cynthia A. Kollner, Executive Director, Office of Personnel Services and Benefits,
Department of Budget and Management

~Effective Resource Management~