

## Human Resources Branch Memorandum

SUBJECT: <b>2022 Telework Policy</b>	NUMBER: <b>HRB 22-006</b>
	DATE ISSUED: <b>February 7, 2022</b>
DISTRIBUTION: <b>CDFW ALL</b>	EXPIRES: <b>Until Superseded</b>

Action Required

Informational Only

Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees that the 2014 Telework Policy has been updated. The new Telework Policy is effective February 4, 2022 and has been approved by the California Department of General Services (DGS) as fully aligned with the Statewide Telework Policy and vetted through the applicable bargaining units.

### Authority

- Government Code Sections 14200-14203
- Statewide Telework Policy
- California Department of Human Resources
- California Department of General Services

### Policy

The CDFW encourages all employees to thoroughly review the new Telework Policy to become familiar with the requirements. CDFW encourages and supports an effective telework program when remote work aligns with the business needs of the department and duties of the position. The new Telework Policy can be found on the [Human Resources Branch - Telework Intranet Site](#).

### Telework Agreement Form (STD 200)

The new Telework Policy requires that each teleworker has an approved agreement on file. All teleworkers and their supervisors must use the new Telework Agreement Form (STD 200) to formalize the telework arrangement. Additionally, supervisors must inform their employees of their eligibility to telework and respective designation.

The [Telework Agreement Form \(STD 200\)](#) includes an Instructions section that provides details on completing the form. The STD 200 has been automated for use in the Human Resources Management System (HRMS).

The Telework Agreement Process Job Aids provide instructions on how to access/complete the form in HRMS. All telework agreements must be completed in HRMS and routed through the DocuSign process by **COB on February 23, 2022**. This due date is crucial as it is tied to reporting requirements mandated by DGS.

- [Telework Agreement Form & Instructions](#) (Copy of STD 200)
- [Telework Agreement Process Job Aid](#) (Employees)
- [Telework Agreement Process Job Aid](#) (Supervisors)

## Telework Agreement Form - Special Instructions

*Due to the current effects of COVID-19, complete the Telework Agreement Form to reflect the employee's current telework schedule. Once the Emergency Telework order ends and CDFW moves to post pandemic working conditions, telework agreement forms will need to be updated as necessary to reflect the on-going telework designation and schedule (Example: Under the current Emergency Telework an employee whose position is designated as "Office Centered" may be working five days per week from home and shall be designated as "Remote Centered" on the Form 200 during Emergency Telework. The STD Form 200 should reflect a remote work schedule of M-F Remote Work. Once the Emergency Telework order is lifted/expires, the STD Form 200 should be updated to reflect the agreed upon "Office Centered" schedule such as M-Remote, T/W/TH-Office, F-Remote).*

Following are circumstances which may trigger a new, amended or terminated Telework agreement:

- New employee to CDFW
- Telework Designation Change
- Employee moves to a new position with different set of duties
- Work Schedule Change (substantive change)
- Ineligible to telework
- Business Needs/Position Duties change

## Telework Resources

- [California State Telework Guide – Best practices and tips to help make telework successful.](#)
- [Telework Toolbox – CDFW Intranet](#)

## Contact

If you have any questions, please contact: [Telework@wildlife.ca.gov](mailto:Telework@wildlife.ca.gov) or CDFW's Telework Coordinator Julie Coates at: [Julie.Coates@wildlife.ca.gov](mailto:Julie.Coates@wildlife.ca.gov).