

Human Resources Branch Memorandum

SUBJECT: Telework Stipend Pay Differential – UPDATED	NUMBER: HRB 22-010-UPDATED
DISTRIBUTION: CDFW All Employees	DATE ISSUED: July 22, 2022
DISTRIBUTION: CDFW All Employees	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

PURPOSE

This purpose of this memorandum is to provide California Department of Fish and Wildlife (CDFW) employees with information regarding the Telework Stipend Pay Differential.

JULY 22, 2022, UPDATE

[Telework Stipend – Pay Differential 453](#) has been updated and now includes Bargaining Unit (BU) 1, 4, 11, and 14 employees retroactive to January 1, 2022. Additionally, CalHR has added that employees on approved Industrial Disability Leave (IDL) are eligible to continue receiving telework stipend payments while on IDL leave. All updated information in this memorandum has been highlighted in yellow shading for easy reference.

AUTHORITY

[BU Memorandum of Understandings and Side Letters](#)
[CDFW's Telework Policy](#)
[Telework Stipend – Pay Differential 453](#)

ELIGIBILITY

The chart below identifies the effective date of [Telework Stipend – Pay Differential 453](#) for employees based on their CBID:

Employee CBID	Effective Date
Rank and File	
R02, R07, R09, R10, and R12	Effective October 1, 2021
R01, R04, R11, and R14	Effective January 1, 2022
Excluded	
C01 , E*, E48, E97, E98, E99, M01, M02, M09, M10, S01, S04, S07, S09, S10, S11, and S12	Effective October 1, 2021
*Excludes Member classifications (class codes 0767 and 6202).	
Notes:	
<ul style="list-style-type: none"> • Retired Annuitants are not eligible for the stipend unless appointed under Government Code section 21232. • An employee's appointed classification will be used to determine eligibility while on an Out-of-Class Assignment or Training and Development Assignment. 	

Criteria

Employees shall receive the rate associated with the stipend if they meet the criteria outlined below:

- The employee will receive \$50 per month when an approved fully executed Telework Agreement is on file designating the employee as remote-centered
- The employee will receive \$25 per month when an approved fully executed Telework Agreement is on file designating the employee as office-centered

Note: Refer to the Definitions section below for remote- and office-centered definitions.

An agreement is not fully executed until the employee, manager/supervisor, and Telework Coordinator have approved the agreement in the Human Resources Management System (HRMS), **and** the employee and manager/supervisor have signed the agreement in DocuSign.

Only the days in an employee's approved Telework Agreement apply towards eligibility for the stipend. Telework days performed outside of an approved Telework Agreement do not count when determining if an employee is office- or remote-centered. Additionally, incidental telework does not qualify for a stipend. Refer to the Definitions section below for the definition of incidental telework.

The employee's approved telework designation as of the first day of the pay period determines the payment amount for the entire month. However, if the employee's approved telework status changes during the month from office-centered to remote-centered, the employee will receive the remote-centered stipend only. For approved telework agreements that are effective other than the first day of the pay period, the stipend is payable upon a fully executed telework agreement. The term "fully executed" agreement means the first date of telework under the agreement.

Employees receiving this stipend are not eligible to submit reimbursement claims for utilities, phone, cable/internet, or other incurred costs. Claims for approved office supplies such as paper, pens, and printer cartridges must be submitted in accordance with the Memorandum of Understanding (MOU) and CDFW policy. No receipts are required for this stipend.

Employees on a paid or unpaid leave of absence for an entire pay period are not eligible for the stipend. This includes employees with an intermittent (hourly) time base who did not work any hours in the pay period. The only exception is for employees on a paid military leave **or IDL**. Paid military leave includes employees who receive the difference between their state and military pay. Based on the definitions as outlined in [CDFW's Telework Policy](#) and the Definitions section below, employees designated as Home as Headquarters are not eligible to receive [Telework Stipend – Pay Differential 453](#).

TELEWORK AGREEMENTS

To be eligible for the stipend, employees must have an approved fully executed telework agreement on file. In accordance with [CDFW's Telework Policy](#), all employees who telework must complete a Telework Agreement (STD. 200) in HRMS.

Employees must have their Unique Employee Identifier (UEID) to complete the STD. 200 in HRMS. Human Resources Branch (HRB) staff will add the UEID in HRMS within three business days of keying an appointment into the State Controller's Office (SCO) payroll system. If an employee has current or prior CSU (California State University) employment, HRB does not have

access to the employee's UEID. In these cases, the employee can obtain their UEID in [Cal Employee Connect \(CEC\)](#).

HRB staff processing a new appointment will respond to the associated Ask HR case to inform the requestor that the UEID was available and has been added to HRMS, or that the UEID is not available, and the employee must obtain it from [CEC](#).

To register for [CEC](#), employees need their social security number, date of birth, and information from an earnings statement. Employees who are new to state service, may need to wait for their first pay warrant to issue before they can register for [CEC](#) to obtain their UEID and complete the STD. 200 in HRMS.

If assistance is needed with obtaining the required information to register for [CEC](#), employees may submit a request to HRB via the [Ask HR](#) portal.

Anytime an employee has a new appointment processed in HRMS, including a change in position number, tenure, time base, etc., the current STD. 200 will become inactive, and the employee will no longer receive stipend payments until a new STD. 200 is completed. Do not modify an agreement from a prior appointment. The option to "Modify Telework Agreement" should only be selected if the STD. 200 on file for a current appointment is changing. For new appointments, a new STD. 200 must be completed.

TELEWORK STIPEND PAYMENTS

Telework stipend payments are issued in the pay period ***following the month they are earned***. For example, June 2022 stipend payments will be issued by the end of the July 2022 pay period.

Retroactive stipend payments (January 2022 – June 2022) for newly eligible BU 1, 4, 11, and 14 employees that have a fully executed STD. 200 on file, will be issued by August 31, 2022. Thereafter, eligible BU 1, 4, 11, and 14 employees will receive telework stipend payments on the same schedule as all other CDFW employees.

Issuing stipend payments is a manual process that requires HRB to review and prepare thousands of payments each month. To allow HRB to focus on processing these payments, employees must wait until the end of the following pay period ***and*** confirm they have a fully executed STD. 200 on file for their current appointment, before submitting a payment inquiry to HRB. Payment inquiries submitted early, will not be responded to.

Employees are strongly encouraged to refer to the [Telework Stipend FAQs](#) for more information and guidance on how to determine they have a fully executed STD. 200 before contacting HRB.

MANAGER SUPERVISOR RESPONSIBILITIES

Monthly HRMS reports will be generated based on fully executed STD. 200s on file and will be used to pay the applicable stipends to eligible employees.

To ensure timely and accurate payment of stipends to eligible employees, managers/supervisors must ensure telework agreements are:

1. Accurate and executed timely;
2. Modified as changes occur (e.g., change in telework schedule); and
3. Terminated timely if a telework arrangement ends.

As stated in the Eligibility-Criteria section on page 2, employees on a leave of absence (paid or unpaid) for a full pay period or employees with an intermittent (hourly) time base who do not work any hours in a pay period, are not eligible to receive a stipend.

Managers/supervisors must send an email to TeleworkStipends@Wildlife.ca.gov **by 5:00 p.m. on payroll cutoff each pay period** with a list of employees who have a STD. 200 on file, AND 1.) are on a leave of absence (paid or unpaid) for the full pay period; or 2.) have an intermittent (hourly) time base and did not physically work any hours during the pay period. Managers/supervisors must report accurate and timely information to avoid overpayments to employees.

Notes:

- Employees on a leave of absence may include those who are on disability, are using vacation/annual leave or any other type of leave, running time prior to retirement, etc.
- Retired Annuitants, employees who do not have an STD. 200 on file, and employees on paid military leave or IDL, do not need to be included in the monthly reporting to HRB.

DEFINITIONS

- **Office:** The term office refers to the location, state building, or official worksite that would be the employee's work location if not teleworking.
- **Telework:** The terms telework, teleworking, telecommute, and telecommuting are defined as a work flexibility arrangement established between the department management and the employee under which the employee performs the duties and responsibilities of the employee's position, and other authorized activities, from an approved location other than the office. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternate work location.
- **Alternate work location:** The term alternate work location refers to the approved work location other than the office. Alternate work location could be an employee's residence or other approved site.
- **Remote-centered:** A teleworker is considered remote-centered if they work fifty percent or more of their time monthly from an alternate work location. Remote-centered teleworkers shall have their dedicated workstation located at their designated alternate work location. Remote-centered teleworkers shall use shared space when working in the office.
- **Office-centered:** A teleworker is considered office-centered if they work more than fifty percent of their time monthly from the assigned office or worksite. Office-centered teleworkers maintain a dedicated workstation in the office and utilize their own equipment or department provided mobile equipment for teleworking at their designated alternate work location.
- **Incidental telework:** The term refers to an unplanned situation causing an employee to request and receive supervisorial approval to work from an alternate work location.

CONTACT

For questions regarding how or when to complete a STD. 200, send an email to Telework@Wildlife.ca.gov. For questions regarding telework stipend eligibility or to check on the status of a stipend payment, send an inquiry to TeleworkStipends@Wildlife.ca.gov. As a reminder, inquiries for the status of payment submitted early, will not be responded to.