Human Resources Branch Memorandum

SUBJECT:	NUMBER:
Time Reporting Instructions for Contact Tracing	**HRB 20-025**
	DATE ISSUED:
	July 30, 2020
DISTRIBUTION:	EXPIRES:
CDFW Contact Tracers, Administrative Officers, Branch Chiefs, and Regional Managers	**Until Superseded**

☒ **Action Required**   ☐ **Informational Only**   ☒ **Control Agency Directive**

Purpose
The purpose of this memorandum is to provide time reporting instructions for California Department of Fish and Wildlife (CDFW) employees who have been reassigned to assist the California Department of Public Health (CDPH) Contact Tracing (CT) efforts.

Charge Codes for Contact Tracing
The following codes must be used for all work performed as a CT. This includes all COVID-19 CT training. Once on official reassignment, please use the following codes for all time entered onto the timesheet, including sick leave, vacation/annual leave, etc.

All Wildlife Conservation Board (WCB) Volunteers
Volunteers from the WCB should continue to use their normal coding with the Service Location: 91503 until further notice.

CDFW and Fish and Game Commission (FGC) PHASE 1 Volunteers (selected for reassignment in early May)

Use Regular/Default Reporting Structure
PID: 36000010010035
Service Location: 91503

CDFW and FGC PHASE 2 Volunteers (selected for reassignment in early June)

A. Volunteers that are normally funded by a federal grant, reimbursement contract, bond funds, distributed admin, OSPAF, and/or mitigation accounts

   Use Regular/Default Reporting Structure
   PID: 36000010010036
   Service Location: 91503.

B. Volunteers that are normally funded by all other Special and General Funds should continue to use their normal coding with the Service Location: 91503 until further notice.

For all paid leave, please use Service Code 80000.

Submitting Timesheets
Timesheet process for all <u>non-supervisory</u> CDFW CT:
   1. Employee enters in all CT time (including time off during CT assignment) onto the STD634

and emails to their assigned CT supervisor for approval.
2. CT Supervisor electronically signs timesheet and returns approved timesheet to employee.
3. Employee uploads approved signed timesheet onto TEMPO as an attachment, completes their timesheet appropriately, and submits timesheet to regular supervisor (normal CDFW process)

Please note - Until further notice, all CDFW CT volunteers assigned as a CT Supervisor must continue going through the normal CDFW process for time reporting and **do not** need to submit a STD634. Time off requests will go directly to the CDFW supervisor.

Part-Time Contact Tracing
Employees may only be required to work on Contact Tracing part-time. For employees splitting their time between Contact Tracing and CDFW work duties, please use the STD634 for time worked with Contact Tracing **only** and enter in all time (CT work and CDFW work) in TEMPO. When submitting the timesheet, please follow the instructions above.

Time Off Requests for Non-Supervisory Volunteers
The CT Supervisor will be responsible for approving/denying all time off requests (sick leave, annual/vacation leave, etc). Please notify your CT Supervisors of all pre-approved time off requests.

CDFW CT volunteers must continue to work with the CDFW Medial/Disability Services Unit (MDSU) for all E-FMLA/FMLA requests.

County Furloughs
CDFW employees are not required to take time off due to county furloughs. If CT work is unavailable due to county furlough, CDFW employees may either request time off or work on CDFW duties for the day.

All CDFW employees, including those volunteering for Contact Tracing, are subject to the Personal Leave Program 2020. Please view California Department of Human Resources Manual Section 2113 regarding the Personal Leave Program to determine application of the program for each specific bargaining unit.

Contact
For all Contact Tracer questions, please contact Haya Johnson at
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