

## ***Human Resources Branch Memorandum***

<b>SUBJECT:</b> <b>CDFW Incompatible Activities and Political Activities Policy</b>	<b>NUMBER:</b> <b>HRB 20-032</b>
	<b>DATE ISSUED:</b> <b>September 9, 2020</b>
<b>DISTRIBUTION:</b> <b>CDFW All</b>	<b>EXPIRES:</b> <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Until Superseded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 effective immediately CDFW has converted the Incompatible Activities and Political Activities Policy to a DocuSign form. All CDFW employees are required to complete and sign the CDFW Incompatible Activities and Political Activities Policy electronically via DocuSign by **COB Wednesday, September 16, 2020**. The CDFW will no longer be accepting paper copies of the policy acknowledgement.

### **Completing the Policy Acknowledgement via DocuSign**

On September 9, 2020, all CDFW employees will receive an email from DocuSign instructing employees to review and complete the CDFW Incompatible Activities and Political Activities Policy. Please review the policy and digitally sign the policy acknowledgment.

Once completed, your policy acknowledgment will be stored in HRMS so that it will be easily accessible.

### **Contact**

If you have any questions about the Incompatible Activities and Political Activities Policy, please contact your supervisor.

If you have any questions about HRMS, please contact the Data and Technology Division HRMS team for assistance at [HRMS@wildlife.ca.gov](mailto:HRMS@wildlife.ca.gov).