

CDFW Staff Covid-19 Update #6

Wednesday, April 1, 2020 5:14 PM

This email is being sent to CDFW All.

This update covers the following topics:

- **Expansion of Stay at Home Order**
- **All-staff Broadcast Meeting**
- **Human Resources Information: Timesheets, Statement of Economic Interests Form 700**
- **Skype Issues**
- **P-Card Issues**
- **FY 2019-20 Final Cutoff for Contracts and Procurements**
- **Home Storage of Vehicles and Equipment**
- **Savings Plus Program Fund Redesign and Reselection Initiative**
- **Health and Wellness Tips**
- **More Information**

Background

CDFW has established an internal taskforce that will monitor and message out to staff information from various sources and develop recommended actions to protect CDFW staff and mission-critical functions. These periodic CDFW All Staff COVID-19 Updates are intended to provide you with summarized information that is helpful to you as a state employee. The safety and well-being of staff is the Department's priority and we appreciate everyone's patience and willingness to adapt during this rapidly evolving situation.

Expansion of Stay at Home Order

On Monday, March 30, Governor Newsom announced an expansion of [Executive Order N-33-20](#) for all Californians to stay at home through April 30, 2020. Accordingly, the department is extending emergency telework procedures through April as we continue to assess this dynamic situation.

All-staff Broadcast Meeting

On Friday, April 3 at noon, Director Bonham will broadcast to all staff to discuss topics related to the department, our continued telework, and our response to the COVID-19 pandemic. If you have topics you would like to suggest for the broadcast meeting, please send them to covid-19@wildlife.ca.gov.

Human Resources Information

Timesheet Information

Now that many of us are teleworking, we wanted to share a few tips/pointers on filling your timesheets:

1. You **DO NOT** need to VPN in to access Tempo.
2. You can use any of the following **browsers** to log into Tempo, but **Chrome and Firefox** are preferred.
 - a. Firefox
 - b. Chrome
 - c. Edge
 - d. Internet Explorer
3. **Please copy the following link into your browser:**
<https://timereporting.wildlife.ca.gov>
4. If your timesheet isn't rendered clearly on your screen, please press Ctrl + F5 (simultaneously) to clear the cache and then restart the browser.

Statement of Economic Interests, Form 700

The deadline to file Form 700 has been postponed from April 1 to June 1, 2020. However, we still encourage all to complete it soon.

HOW TO FILE: Go to the [NetFile Filing Portal \(https://netfile.com/filer\)](https://netfile.com/filer) and log in with your e-mail address and password.

Skype Issues Update

IT has been made aware of problems with **Skype for Business** meeting connections, and is actively researching additional options for conducting remote meetings. In the meantime, disconnect from VPN before joining a meeting and avoid video when possible. If you have problems with **Skype for Business**, start a help desk ticket by emailing helpdesk@wildlife.ca.gov.

P-Card Issues

Some P-card holders have recently reported issues regarding denied P-card transactions and/or P-card account suspensions. In the event you are experiencing issues with a P-card transaction, contact BMB for immediate resolution. During normal business hours, you may contact Don Ronalter at (408) 685-5264 or at Donald.Ronalter@wildlife.ca.gov. For issues arising outside normal work hours, contact BMB Section Chief, Melinda Peacock at (916) 201-4905.

FY 2019-20 Final Cutoff for Contracts and Procurements

BMB is no longer accepting requests for new contracts utilizing FY2019-20 funding or requests for amendments to payable contracts that expire on or before June 30, 2020. The Executive Review Committee (ERC) will be denying these Late Submission DFW 1001 requests. Please note, this guidance **does not** apply to reimbursement agreements or emergency service contracts meeting the [Public Contract Code \(PCC\) 1102](#) definition of an emergency—defined as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” As a reminder, emergency contracts do not require ERC approval of a DFW 1001 for late submittal.

Top priority will be given to Current Year (CY) agreements. Budget Year (BY) (FY2020-21) agreements will be processed after CY agreements are complete. You may not see any activity on BY agreements until CY agreements are executed. As a reminder, the February 1 deadline for submission to BMB of contracts utilizing FY2019-20 funds has passed. Due to this expired cut-off, as well as the heavy year-end closing workload, there are no guarantees that late submissions (i.e., those accepted after February 1 but already approved by ERC) will be executed by June 30.

Moving forward, BMB will only accept requests for contracts for the next fiscal year. However, requests submitted with a July 1 start date are not guaranteed to be executed by July 1 and will not be treated as an expedite unless approved as expedites by ERC. These requests will go into the normal processing queue and will be processed after the FY2019-20 transactions.

Additionally, BMB is no longer accepting late submissions for new purchase requests for items to be processed by BMB (e.g. Limited to Brand, Non-Competitive Bid, or purchases exceeding the department's delegated authority). The ERC will also be denying these Late Submission DFW 1001 requests. Please note, this guidance **does not** apply to Purchase Orders for vehicles on the FY2019-20 FAP, or emergency purchases meeting PCC 1102. Items already accepted for late submission and utilizing FY2019-20 funds are not guaranteed execution by June 30.

Home Storage of Vehicles and Equipment

The [State Administrative Manual section 4109](#) requires an approved Vehicle Home Storage Permit (VHSP) for any vehicle or equipment stored at the employee's residence. Approval of the VHSP by the Department must comply with DGS' policy guidelines and meet the essential or cost-effective criteria. If your situation has changed due to the COVID-19 and you are storing a vehicle or equipment at your residence, please complete the form [STD 377 \(rev 10/2019\)](#) and route through your normal approval process. On pages two and three of form STD 377, details the policy guidelines and criteria that must be met. If you have any questions or concerns, please contact Mike Boll, Manager, Fleet and Asset Management Unit at (916) 204-1269 cell or Michael.Boll@wildlife.ca.gov.

Savings Plus Program Fund Redesign and Reselection Initiative

Given the national and California state of emergency declarations as a result of the COVID-19 pandemic, **the Savings Plus Program Fund Redesign and Reselection Initiative is on hold until further notice.**

If you have concerns or questions, contact Savings Plus:

- Login to your Savings Plus account to make desired changes such as contributions, investments, update your investment strategy, and more.
- Contact the Savings Plus Service Center at (855) 616-4776 from 5 a.m. - 8 p.m. PT Monday – Friday.
- Reach out to the [licensed Retirement Specialist](#) in your area to set up an appointment.

All upcoming live educational workshops will be conducted via webinars [Live Webinar Training](#). Status updates on the Fund Redesign and Reselection Initiative can be found at savingsplusnow.com.

Health and Wellness Tips

The Department recognizes that this is potentially a very difficult time for employees, given the significant disruption to both work and personal lives we are all experiencing. We encourage you to take time every day to participate in something relaxing and restorative. Additionally, as mentioned in the Governor's Speech, there are ways that we can [help out](#) in our communities during this crisis.

Here are some resources to help manage anxiety and stress while staying physically active at home.

[-Managing Anxiety & Stress of the Coronavirus](#)

[-Staying physically active at home](#)

More Information

- On March 19, 2020, Governor Newsom issued a new Executive Order for all Californians to stay at home: <https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>.
- Information on the status of the COVID-19 crisis in California, as well as actions the State is taking in response can be found at <https://covid19.ca.gov/>. Local public health agencies also have information on COVID-19, based on local conditions.
- If you have questions or concerns regarding COVID-19, please discuss with your supervisor. You may also direct questions to COVID-19@wildlife.ca.gov.

- State Parks and Non-State Parks COVID-19 Flyers can be accessed at https://www.parks.ca.gov/?page_id=30353
- Past CDFW COVID-19 Updates can be viewed at <https://dfgintranet/portal/tabid/2921/Default.aspx>.