

Human Resources Branch Memorandum

SUBJECT: Emergency Telework Agreement Form	NUMBER: HRB 20-018
	DATE ISSUED: May 13, 2020
DISTRIBUTION: CDFW All	EXPIRES: Until Superseded

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

Purpose

The purpose of this memo is to remind you that all California Department of Fish and Wildlife (CDFW) employees who are teleworking are required to have an Emergency Telework Agreement on file. In order to track all the Emergency Telework Agreement forms, the Human Resources Branch (HRB) requests all forms be completed via DocuSign. If an employee currently has a paper copy of the Emergency Telework Agreement, please make sure to complete the form on DocuSign as well.

All Emergency Telework Agreements must be completed via DocuSign by COB on Friday, May 15, 2020.

A listing of all employees without an Emergency Telework Agreement on file via DocuSign will be sent to all Regional Managers and Branch Chiefs.

Accessing/Completing Emergency Telework Agreement Form in DocuSign

Step 1 – Finding Emergency Telework Agreement Form in DocuSign

1. Log into [DocuSign](#)
2. Click on “Templates”
3. Under Templates, click on “Shared with Me”
4. The Emergency Telework Agreement Form is in your “Shared with Me” folder

Step 2 – Complete the Emergency Telework Agreement Form

1. Find Emergency Telework Agreement Form and click on “Use”
2. A new window will appear asking for information
 - a. Under “Employee”, enter the employee’s information
 - b. Under “Supervisor/Manager”, enter the Supervisor/Manager’s information
 - c. Under “Deputy Director/Regional Manager/Branch Chief”, enter the Deputy Director/Regional Manager/Branch Chief’s information.
3. Click SEND
4. The employee will then receive an email from DocuSign, instructing them to complete the form and sign.
5. Once completed, the form will route to the Supervisor/Manager for signature.

6. Once signed, everyone will receive a copy.

The DocuSign can be initiated by either the employee or the supervisor.

If you have staff who are NOT teleworking, please submit your listing to Leo Lam at Leo.Lam@wildlife.ca.gov by COB on Friday, May 15, 2020.

Contacts

If you have any questions or would like additional information, please contact COVID-19LeaveSupport@wildlife.ca.gov.