

# Telework Agreement Process (Supervisors)

*This guide will cover how to approve an employee's Telework Agreement request as well as how to check the status of an on-going and completed Telework Agreement(s). If you have any questions regarding the Telework Agreement policy or procedures, please contact: [Telework@wildlife.ca.gov](mailto:Telework@wildlife.ca.gov).*

*Although we recommend an employee to initiate and submit their own telework agreement request, we have given supervisors the ability to initiate and submit a telework agreement request on behalf of their employee. The employee will still be required to electronically sign their own telework agreement request once the request is approved.*

**Note:** Recommended Browsers are Mozilla Firefox and Google Chrome.

## Table of Contents

Part A: How to Access Telework Agreement Pages .....	2
Part B: Managing Your Direct Reports Telework Agreement Requests .....	2
Part C: Reviewing and Approving Your Employee's Telework Agreement Request.....	3
Part D: Electronically Signing a Telework Agreement .....	6
Part E: Accessing a Completed Telework Agreement via HRMS.....	7
Part F: Initiating a Telework Agreement Request for Your Employee .....	8
Part G: Submitting a Telework Agreement for your Employee .....	10
Part H: Modifying a Telework Agreement Request for Your Employee .....	10
Part I: Terminating a Telework Agreement Request for Your Employee.....	11
Part J: Cancelling a Telework Agreement Request for Your Employee .....	13
Part K: Initiating an Annual Review for Your Employee .....	14

## Part A: How to Access Telework Agreement Pages

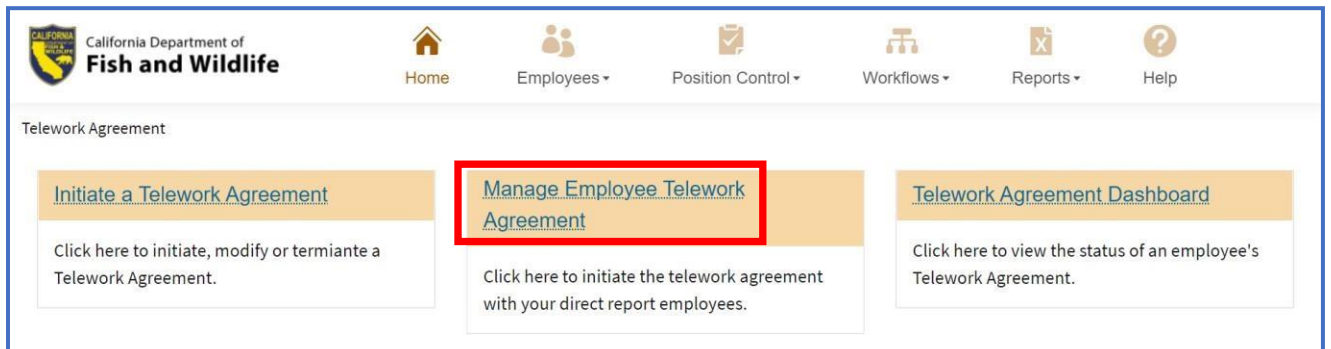
1. Click on the **Workflows** heading and then click **Telework Agreement**.



## Part B: Managing Your Direct Reports Telework Agreement Requests

You can manage each employee's telework request by:

1. Click **Manage Employee Telework Agreement**.



2. Your Direct Reports and Indirect Reports will be listed, along with the status of each employee's telework agreement request.

Position Number	Employee Name	
<a href="#">565-030-1401-007</a>	<a href="#">Michael T.Chan</a>	Initiate New Telework Agreement
<a href="#">565-030-1402-008</a>	<a href="#">Miruthu Bashini Namodurai</a>	Initiate New Telework Agreement
<a href="#">565-030-1402-009</a>	<a href="#">Payal Shah</a>	Submitted
<a href="#">565-030-1402-017</a>	<a href="#">Ramya Jayasimhan</a>	Initiated
<a href="#">565-030-1402-021</a>	<a href="#">Thong V.Pham</a>	Initiate New Telework Agreement

3. Telework Status Definitions:

Status	Definition
<b>Initiate New Telework Agreement</b>	A request can be initiated for the Employee.
<b>Initiated</b>	A request has been initiated for the Employee but not submitted.
<b>Submitted</b>	A request has been submitted for the Employee and requires a Supervisor review and approval.
<b>Supervisor Approved</b>	A request has been approved by the Supervisor and requires a Telework Coordinator review and approval.
<b>TWC Approved</b>	A request has been approved by the Telework Coordinator and requires electronic signatures from the Employee and/or the Supervisor in DocuSign.
<b>Completed</b>	The request has been completed and electronically signed.

**Part C: Reviewing and Approving Your Employee’s Telework Agreement Request**

1. From Step B.2 above, **click the Submitted button** – This will open your employee’s request and you can review their agreement.

Position Number	Employee Name	
<a href="#">565-030-1401-007</a>	<a href="#">Michael T Chan</a>	Initiate New Telework Agreement
<a href="#">565-030-1402-008</a>	<a href="#">Miruthu Bashini Namodurai</a>	Initiate New Telework Agreement
<a href="#">565-030-1402-009</a>	<a href="#">Payal Shah</a>	Submitted
<a href="#">565-030-1402-017</a>	<a href="#">Ramya Jayasimhan</a>	Initiated
<a href="#">565-030-1402-021</a>	<a href="#">Thong V Pham</a>	Initiate New Telework Agreement

2. Review the entire **Employee Telework Form** tab to ensure the form is correct and complete.

3. Once reviewed, click the **Supervisor** tab at the top of the page.

The screenshot shows the top navigation bar with four tabs: "Employee Telework Form", "Supervisor", "Telework Coordinator", and "Status & Approvals". The "Supervisor" tab is highlighted with a red box. Below the tabs is a light blue informational banner with an information icon and text: "Shaded fields on this form may not be modified. The information is obtained from HRMS. If the information in the shaded fields is incorrect, please cancel this request and contact your supervisor for HRMS corrections." Below this are two sections: "A. Request Type" and "B. Employee Information". Under "A. Request Type", there are three radio button options: "01. New Telework Agreement" (selected), "02. Modify Telework Agreement", and "03. Terminate Telework Agreement".

4. If you approve the request, then click **Yes** to the question and click **Approve**.

The screenshot shows the "Supervisor Approval" section of the form. At the top, the navigation tabs are the same as in the previous screenshot, but "Supervisor" is now the active tab. Below the tabs is a dark brown header with the text "Supervisor Approval". The main content area contains a question: "Have you reviewed and approved the Employee's telework agreement request?" with two radio button options: "Yes" (selected and highlighted with a red box) and "No". Below the question is a "Supervisor Comments:" label and a light blue informational banner with an information icon and text: "Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations." Below this is a large, empty text input area. At the bottom right of the form, there are four buttons: "Cancel", "Approve" (highlighted with a red box), "Denied", and "Returned for Corrections".

5. If changes need to be made to the request, click **No** to the question, **enter a comment** as to what corrections need to be made and click **Returned for Corrections**.

The screenshot shows the 'Supervisor Approval' section of a form. At the top, there are four tabs: 'Employee Telework Form', 'Supervisor', 'Telework Coordinator', and 'Status & Approvals'. Below the tabs, the question 'Have you reviewed and approved the Employee's telework agreement request?' is displayed with radio buttons for 'Yes' and 'No'. The 'No' button is selected and highlighted with a red box. Below the question is a 'Supervisor Comments:' section with a light blue informational box that reads: 'Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations.' Below this is a large text input box with a red arrow pointing to it, containing the text 'Enter detailed instructions on what needs to be corrected in this text box'. At the bottom right, there are four buttons: 'Cancel', 'Approve', 'Denied', and 'Returned for Corrections'. The 'Returned for Corrections' button is highlighted with a red box.

*NOTE: Once Returned for Corrections, the Telework Agreement status will change to Draft, and the Employee will be able to make the necessary changes.*

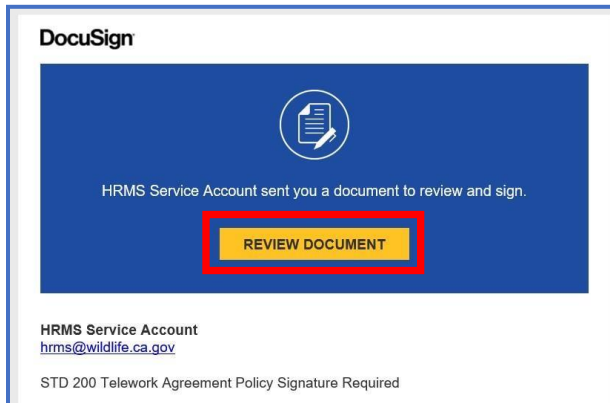
6. If you are denying the request, click **No** to the question, enter a comment as to why you are denying the request and click **Denied**. (**Supervisors MUST first consult with Labor Relations prior to denying the request.**)

The screenshot shows the 'Supervisor Approval' section of a form, similar to the one above. The 'No' radio button is selected and highlighted with a red box. Below the question is a 'Supervisor Comments:' section with a light blue informational box that reads: 'Supervisor Comments field is required if the request is being returned for corrections or denied. If denying the telework agreement request, you must first consult with Labor Relations.' Below this is a large text input box with a red arrow pointing to it, containing the text 'Refer to the Department's Telework Policy for denial of telework agreement requests.' At the bottom right, there are four buttons: 'Cancel', 'Approve', 'Denied', and 'Returned for Corrections'. The 'Denied' button is highlighted with a red box.

## Part D: Electronically Signing a Telework Agreement

You will receive an email from HRMS Service Account via DocuSign once your employee has electronically signed the STD 200 Telework Agreement form. To electronically sign the supervisor approval portion of the Telework Agreement Form, complete the following steps:

1. Click **Review Document** link in the DocuSign email.



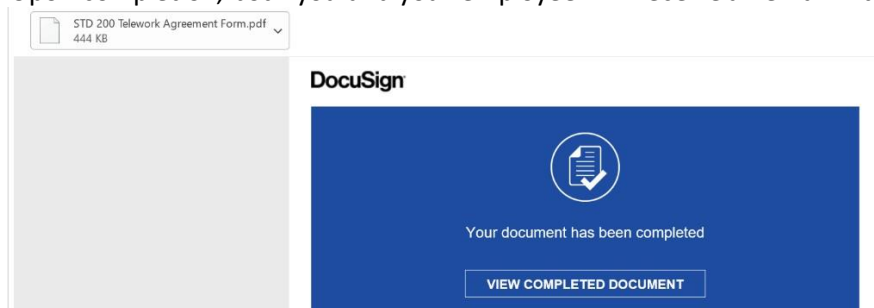
2. Click **Continue** and follow the DocuSign instructions to initial and sign the Telework Agreement Form.



3. Once the initials and signature has been collected, click **Finish**.



4. Upon completion, both you and your employee will receive an email with the completed document.



## Part E: Accessing a Completed Telework Agreement via HRMS

You will be able to access your employee's completed STD 200 Telework Agreement form at any time through your Direct Reports in HRMS.

1. From Home, click the **Workflows** tab and then click **Telework Agreement**. From here select **Manage Employee Telework Agreement**.

California Department of Fish and Wildlife

Home Employees Position Control **Workflows** Administration Reports Help

Request for Personnel Action (RPA) - Initiate an RPA.

Exit Clearance Process - Exit an Employee.

Duty Statement Process - Initiate a Duty Statement.

**Telework Agreement** - Initiate a Telework Agreement.

### Telework Agreement

[Initiate a Telework Agreement](#)  
Click here to initiate, modify or terminate a Telework Agreement.

**[Manage Employee Telework Agreement](#)**  
Click here to initiate the telework agreement with your direct report employees.

[Telework Agreement Dashboard](#)  
Click here to view the status of an employee's Telework Agreement.

2. Under Direct Reports section, click on selected Employee Name.

## Direct Reports

Position Number	Employee Name	Status	Supplemental Action
<a href="#">565-030-1401-008</a>	<a href="#">Alex Strobaugh</a>	Cancelled	Initiate New Telework Agreement

3. Under the **Documents** section, click on **STD 200 Telework Agreement Form** link to access the PDF copy of the completed telework agreement.

Action	Document Name	Status	Action Date	Sent Date	DocuSign Certificate
	STD 200 Telework Agreement Form	Delivered		02/10/2022	Download

## Part F: Initiating a Telework Agreement Request for Your Employee

1. Click **Initiate New Telework Agreement** next to your selected employee.

Direct Reports		
Position Number	Employee Name	
<a href="#">565-030-1401-007</a>	<a href="#">Michael T Chan</a>	<b>Initiate New Telework Agreement</b>
<a href="#">565-030-1402-008</a>	<a href="#">Miruthu Bashini Namodurai</a>	<b>Initiate New Telework Agreement</b>
<a href="#">565-030-1402-009</a>	<a href="#">Payal Shah</a>	<b>Submitted</b>
<a href="#">565-030-1402-017</a>	<a href="#">Ramya Jayasimhan</a>	<b>Initiated</b>
<a href="#">565-030-1402-021</a>	<a href="#">Thong V Pham</a>	<b>Initiate New Telework Agreement</b>

2. Click **01. New Telework Agreement**.

### Initiate a New Telework Agreement

▼ A. Request Type

**01. New Telework Agreement**       02. Modify Telework Agreement       03. Terminate Telework Agreement

3. Verify section **B. Employee Information**.

▼ B. Employee Information

<b>01. Employee Name:</b>	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
	Strobaugh	Alex	
<b>02. UEID:</b>	4147-3720-5		
	<i>ⓘ Your Unique Employee ID (UEID) is a required field. If this field is blank 30 days beyond your start date, please submit an AskHR ticket <a href="#">here</a>.</i>		
<b>03. Position Number:</b>	565-243-0780-007		
<b>04. Collective Bargaining Identifier (CBID):</b>	R11		
<b>05. Supervisor Name:</b>	Bains-Jordan, Ryan S		



4. Verify section C. **General Provisions**

▼ C. General Provisions

**2. Addresses**

**Office address**

Street  
5100-A Young Street Suite 120

Street 2

City State Zip  
Bakersfield CA 93311

**Important: If any information in Step 3 or Step 4 is incorrect, cancel this request and request corrections to the Human Resources Management System.**

5. Click **Start Agreement** to initiate the Telework Agreement request.

### Initiate a New Telework Agreement

▼ A. Request Type

01. New Telework Agreement       02. Modify Telework Agreement       03. Terminate Telework Agreement

**i** Shaded fields on this form may not be modified. The information is obtained from HRMS. If the information in the shaded fields is incorrect, please cancel this request and contact your supervisor for HRMS corrections.

▶ B. Employee Information

▶ C. General Provisions

**Start Agreement** Cancel

## Part G: Submitting a Telework Agreement for your Employee

To submit a New, telework agreement for your employee, complete the step below and then refer to the Telework Agreement Job Aid for Employees for instructions on Submitting a Telework Request:

1. Click **Initiated** next to your selected employee.

## Direct Reports

Position Number	Employee Name	Status	Supplemental Action
<a href="#">565-030-1404-007</a>	<a href="#">Aaron L. Burger</a>	<b>Initiated</b>	<b>Cancel Request</b>
<a href="#">565-605-5157-005</a>	<a href="#">Bonnie Sabel</a>	<b>TWCApproved</b>	
<a href="#">565-030-1402-017</a>	Vacant		

## Part H: Modifying a Telework Agreement Request for Your Employee

Once a New Telework Agreement has been completed, you may submit a Modification request for your employee at any time. Modifying a telework agreement follows the same process above with the following exception:

1. Click **02. Modify Telework Agreement**.

### Initiate a New Telework Agreement

▼ A. Request Type

01. New Telework Agreement       02. Modify Telework Agreement       03. Terminate Telework Agreement

2. In Section H. Modify Telework Agreement, check the “**There are modifications.**” box, enter the **Modification Effective Date** and click **Start Agreement**. (***IF** you are backdating your effective date more than 30 days, you must provide a justification. If a justification is not provided, you will not be able to submit the agreement for review.*)

▼ H. Modify Telework Agreement

There are modifications. This telework agreement supercedes prior agreements.

Modification Effective Date

**i** Effective dates backdated more than 30 days require approval from the Telework Coordinator. If you back-date the effective date beyond 30 days, justification is REQUIRED below!

## Part I: Terminating a Telework Agreement Request for Your Employee

Once a New or Modified Telework Agreement has been completed, you may submit a Termination request for your employee at any time. Terminating a telework agreement follows the same process above with the following exception:

1. Click **03. Terminate Telework Agreement**

Initiate a New Telework Agreement

▼ A. Request Type

01. New Telework Agreement     02. Modify Telework Agreement     03. Terminate Telework Agreement

2. In Section I. Terminate Telework Agreement, enter the **Termination Effective Date**, check the “**The Telework Agreement will be terminated.**” box and click the “**Start Agreement**” button.

▼ I. Terminate Telework Agreement

Termination Effective Date

The Telework Agreement will be terminated.

Start Agreement Cancel

If changes need to be made to the Terminate telework agreement, the **Termination Effective Date** and check box could either be entered during the Termination Agreement initiation time or updated in the **Employee Form Tab**.

▼ I. Terminate Telework Agreement

Termination Effective Date

The Telework Agreement will be terminated.

*Upon submission, your request will need to go through a supervisor and telework coordinator review. Once approved, you will receive a DocuSign request to electronically sign the Telework Agreement Form (STD 200).*

Cancel Save Submit

3. Once the form has been submitted, the form will go to **Supervisor Approval**. If the reason for **Termination is due to Labor Relations or Performance Management Issue**, then a supervisor should select the first check box. This will prompt a second question; ***please answer accordingly***. If the answer is “Yes”, a comment is not required for submission. If the answer is “No”, **please check with Labor Relations or Performance Management before proceeding with this termination.** (See note) If the reason for termination is other than LR/Performance Issue, a comment is required before submitting.

**Supervisor Approval**

**This Termination is due to Labor Relations (LR) or Performance Management Issue.**

- There has been a change in business needs (i.e. Changes in operational needs no longer supports telework as designated for the position and requires a change in telework designation and termination of the associated telework agreement).
- There has been a change in the position duties, work function, or assignment, and requires a change in telework designation and termination of the associated telework agreement.
- Unsatisfactory performance.

Have you consulted with LR or Performance Mgmt. regarding the termination of this Telework agreement?  Yes  No

*Note: Please check with LR and PMU regarding this request and copy: [telework@wildlife.ca.gov](mailto:telework@wildlife.ca.gov).*

**Supervisor Comments:**

Note: A Terminate Telework Agreement only needs a supervisor signature in DocuSign and once this is completed the employee will receive a copy of the DocuSign.

Click the [LR/PMU](#) hyperlinks for resources that can help guide you through LR/PMU related issues.

## Part J: Cancelling a Telework Agreement Request for Your Employee

*To cancel a Telework Agreement for your employee, you may select “Manage Employee Telework Agreement” option. A telework agreement can be cancelled up until the Supervisor has approved. Once the TWC has approved the telework agreement it cannot be cancelled.*

### 1. Click **Manage Employee Telework Agreement**

<a href="#">Initiate a Telework Agreement</a>	<b><a href="#">Manage Employee Telework Agreement</a></b>	<a href="#">Telework Agreement Dashboard</a>
Click here to initiate, modify or terminate a Telework Agreement.	Click here to initiate the telework agreement with your direct report employees.	Click here to view the status of an employee's Telework Agreement.

2. Click on the **Cancel Request** button.

<a href="#">565-030-1404-003</a>	<a href="#">Lazo, Christian E</a>	Modified	<b>Cancel Request</b>
----------------------------------	-----------------------------------	----------	-----------------------

3. Fill out the required information and **provide the reason to cancel the request** and click **Confirm**.

Please confirm you would like to cancel the following Telework Agreement request?

▼ A. Request Type

01. New Telework Agreement     02. Modify Telework Agreement     03. Terminate Telework Agreement     04. Perform Annual Review Agreement

▼ B. Employee Information

<b>01. Employee Name:</b>	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
	Strobaugh	Alex	
<b>02. UEID:</b>	4147-3720-5		
	<i>ⓘ Your Unique Employee ID (UEID) is a required field. If this field is blank 30 days beyond your start date, please submit an AskHR ticket <a href="#">here</a>.</i>		
<b>03. Position Number:</b>	565-030-1401-008		
<b>04. Collective Bargaining Identifier (CBID):</b>	R04		
<b>05. Supervisor Name:</b>	Bains-Jordan, Ryan S		

▼ Reason for cancelling Telework Agreement

650/650

**Cancel**    **Confirm**

## Part K: Initiating an Annual Review for Your Employee

Once your employee's Telework Agreement has not been changed/modified for more than 365 days, your employee will receive an email prompting them to submit an annual review. (You should also be receiving these notifications.) If your employee is unable to initiate the process for whatever reason, as their supervisor, you have the capability to initiate the process for them in HRMS. This is a duplicative process as Part F, apart from:

1. Click 04. Perform Annual Review.

▼ A. Request Type

01. New Telework Agreement     02. Modify Telework Agreement     03. Terminate Telework Agreement     04. Perform Annual Review

Cancel

2. In Section J. Perform Annual Review, the Annual Telework Agreement Review date will automatically pre-populate the current date. You will need to **select one of the two options** that apply to your employee and **click Start Agreement**.

▼ J. Annual Review

Annual Telework Agreement Review Date    09/11/2023

The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement initiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.

The Telework Agreement has been reviewed by the Employee and Supervisor. There is no change from the previous year. The Agreement remains unchanged and in effect. The Department concurs with Employee's participation and Employee agrees to adhere to policy guidelines and this agreement.

Start Agreement    Cancel

3. Once you click on Start Agreement, it will take you to the next screen. You will be able to review your staff's current telework agreement on file. (**None of the fields are editable. – This is for review purposes only!**) The option you selected on the previous screen will pre-populate for you. Click **Submit**. (A DocuSign will be sent to your staff's email for their electronic signature. Once they sign in DocuSign, an email will be sent to you next requesting for your electronic signature in DocuSign.)
- If the first option is selected (indicating a Modification is needed), once your employee's annual review is completed in HRMS & DocuSign, your employee will receive another email prompting them to submit a MODIFICATION to their current telework agreement. (This is the same exact process as Part F – Modifying a Telework Agreement.)

▼ J. Annual Review

Annual Telework Agreement Review Date

09/22/2023

- The Telework Agreement will be modified. This TWA will be terminated, and a new modified agreement initiated using the "Modify" option. Once approved in HRMS and finalized in DocuSign, the new modified agreement will supersede prior agreements.
- The Telework Agreement has been reviewed by the Employee and Supervisor. There is no change from the previous year. The Agreement remains unchanged and in effect. The Department concurs with Employee's participation and Employee agrees to adhere to policy guidelines and this agreement.

**i** Upon submission, you will receive a DocuSign request to electronically sign the Telework Agreement Form (STD 200).

**i** If modifications are required, please select the first option in Section J and submit as-is. You will receive a DocuSign (un-editable) with information from this agreement. You and your supervisor will need to sign as-is. Once this step is completed, you will receive a second email from HRMS to submit your modified agreement (this is where you will make those necessary changes.)

Cancel

Save

Submit