

Human Resources Branch Memorandum

SUBJECT: Telework Stipend Pay Differential	NUMBER: HRB 22-010
	DATE ISSUED: March 29, 2022
DISTRIBUTION: CDFW All Employees	EXPIRES: Until Superseded

Action Required
 Informational Only
 Control Agency Directive

PURPOSE

This purpose of this memorandum is to provide California Department of Fish and Wildlife (CDFW) employees with information regarding the Telework Stipend Pay Differential.

AUTHORITY

[Bargaining Unit Memorandum of Understandings and Side Letters](#)
[CDFW's Telework Policy](#)
[Telework Stipend – Pay Differential 453](#)

ELIGIBILITY

Effective October 1, 2021, employees who have a Collective Bargaining Unit Identifier (CBID) listed below and meet the identified criteria are eligible to receive [Telework Stipend – Pay Differential 453](#).

CBID
Rank and File
R02, R07, E09, R09, R10, and R12
Excluded
S01, S04, S07, S09, S10, S11, and S12
M01, M02, and M10
E*, E97, E98 and E99
*Excludes Member classifications (class codes 0767 and 6202).
<u>Notes:</u> <ul style="list-style-type: none"> If an employee's CBID differs from the pay scale CBID for an otherwise eligible class, the employee is eligible for the pay differential. Confidential and Excluded employees tied to a CBID above are eligible for the stipend. Retired Annuitants are not eligible for the stipend unless appointed under Government Code section 21232.

Criteria

Employees in a position tied to an eligible CBID listed above shall receive the rate associated with the stipend if they meet the criteria outlined below:

- The employee will receive \$50 per month when an approved fully executed Telework Agreement is on file designating the employee as remote-centered
- The employee will receive \$25 per month when an approved fully executed Telework Agreement is on file designating the employee as office-centered

Note: Refer to the Definitions section below for remote- and office-centered definitions.

An agreement is not fully executed until the employee, manager/supervisor, and Telework Coordinator have approved the agreement in HRMS, **and** then the employee and manager/supervisor have signed the agreement in DocuSign.

Only the days in an employee's approved Telework Agreement apply towards eligibility for the stipend. Telework days performed outside of an approved Telework Agreement do not count when determining if an employee is office- or remote-centered. Additionally, incidental telework does not qualify for a stipend. Refer to the Definitions section below for the definition of incidental telework.

The employee's approved telework designation as of the first day of the pay period determines the payment amount for the entire month. However, if the employee's approved telework status changes during the month from office-centered to remote-centered, the employee will receive the remote-centered stipend only. For approved telework agreements that are effective other than the first day of the pay period, the stipend is payable upon a fully executed telework agreement. The term "fully executed" agreement means the first date of telework under the agreement.

Employees receiving this stipend are not eligible to submit reimbursement claims for utilities, phone, cable/internet, or other incurred costs. Claims for approved office supplies such as paper, pens, and printer cartridges must be submitted in accordance with the Memorandum of Understanding (MOU) and CDFW policy. No receipts are required for this stipend.

Employees on a paid or unpaid leave of absence for an entire pay period are not eligible for the stipend. This includes employees with an intermittent (hourly) time base who did not work any hours in the pay period. The only exception is for employees on a paid military leave. Paid military leave includes employees who receive the difference between their state and military pay.

Based on the definitions as outlined in [CDFW's Telework Policy](#) and the Definitions section below, employees designated as Home as Headquarters are not eligible to receive the Telework Stipend.

The stipend is paid for each eligible month in the following pay period.

TELEWORK AGREEMENTS

To be eligible for the stipend, employees must have an approved fully executed telework agreement on file. In accordance with [CDFW's Telework Policy](#), all employees who telework must complete a Telework Agreement (STD. 200) in the Human Resources Management System (HRMS).

Employees must have their Unique Employee Identifier (UEID) to complete the STD. 200 in the HRMS. To assist with providing the UEID to employees, effective immediately the Human Resources Branch (HRB) will add the UEID in HRMS within three business days of keying an appointment into the State Controller's Office (SCO) payroll system. If an employee has current or prior CSU (California State University) employment, the HRB will not have access to the employee's UEID. In these cases, the employee can obtain their UEID in [Cal Employee Connect \(CEC\)](#).

To register for [CEC](#), employees will need their social security number, date of birth, and information from an earnings statement. This means, that employees who are new to state service, may need to wait for their first pay warrant to issue before they can register for [CEC](#) to obtain their UEID and complete the STD. 200 in the HRMS.

Effective immediately, HRB staff processing new appointment Ask HR cases will inform the requestor if the UEID was available and has been added to HRMS or if the UEID is not available and the employee must obtain it from [CEC](#).

If assistance is needed with obtaining the required information to register for [CEC](#) or to request their UEID, employees may submit a request to the HRB via the [Ask HR](#) portal.

TELEWORK STIPEND PAYMENTS

The HRB is working with CDFW management and the SCO to obtain the necessary data to issue retroactive Telework Stipends to eligible employees for the October 2021 through February 2022 pay periods. It is anticipated that retroactive payments will be issued by the end of the April 2022 pay period.

Additionally, it is anticipated that beginning with the March 2022 pay period, stipend payments for each pay period will be issued to employees in the following pay period. For example, March 2022 stipends will be issued to employees by the end of the April 2022 pay period.

Stipend payments for approved fully executed Telework Agreements in the HRMS with a retroactive effective date, will be issued to employees in the pay period following the date the agreement was fully executed.

MANAGER SUPERVISOR RESPONSIBILITIES

Monthly HRMS reports will be generated based on fully executed STD. 200's on file and will be used to pay the applicable stipends to eligible employees.

To ensure the timely and accurate payment of stipends to eligible employees, managers/supervisors must ensure telework agreements are:

1. Accurate and executed timely;
2. Modified as changes occur (e.g., change in telework schedule); and
3. Terminated timely if a telework arrangement ends.

As stated above in the Eligibility-Criteria section, employees on a leave of absence (paid or unpaid) for a full pay period or intermittent (hourly) time base employees who did not work any hours in a pay period, are not eligible to receive a stipend. To capture this information, the HRB will release a monthly email communication to all managers/supervisors near the end of each pay period with directions on how to report this information to the HRB. Managers/supervisors must respond timely and with accurate information to avoid overpayments to employees.

Note: Employees on a leave of absence may include those who are on disability, are using vacation/annual leave or any other type of leave, running time prior to retirement, etc.

DEFINITIONS

- **Office:** The term office refers to the location, state building, or official worksite that would be the employee's work location if not teleworking.
- **Telework:** The terms telework, teleworking, telecommute, and telecommuting are defined as a work flexibility arrangement established between the department management and the employee under which the employee performs the duties and responsibilities of the employee's position, and other authorized activities, from an approved location other than the office. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternate work location.
- **Alternate work location:** The term alternate work location refers to the approved work location other than the office. Alternate work location could be an employee's residence or other approved site.
- **Remote-centered:** A teleworker is considered remote-centered if they work fifty percent or more of their time monthly from an alternate work location. Remote-centered teleworkers shall have their dedicated workstation located at their designated alternate work location. Remote-centered teleworkers shall use shared space when working in the office.
- **Office-centered:** A teleworker is considered office-centered if they work more than fifty percent of their time monthly from the assigned office or worksite. Office-centered teleworkers maintain a dedicated workstation in the office and utilize their own equipment or department provided mobile equipment for teleworking at their designated alternate work location.
- **Incidental telework:** The term refers to an unplanned situation causing an employee to request and receive supervisorial approval to work from an alternate work location.

CONTACT

If you have questions or need additional information, please send an email to TeleworkStipends@Wildlife.ca.gov.