**MEMORANDUM**

|  |  |  |
| --- | --- | --- |
| **Date** | **:** |  |
| **To** | **:** | Employee NameClassificationUnit/Program/BranchCalifornia Department of Fish and Wildlife |
| **From** | **:** | Supervisor NameClassificationUnit/Program/BranchCalifornia Department of Fish and Wildlife |
| **Subject** | **:** | **LETTER OF expectations** |

You have been appointed to a position within the [Unit/Program/Branch], which is critical to the success of the California Department of Fish & Wildlife (CDFW). As an employee of the CDFW, you are expected to uphold a high level of professionalism and foster a work environment that promotes integrity, accountability, and respect as outlined in the CDFW Operations Manual.

This document identifies several job-related factors that you must know and understand. Please review this document thoroughly. Your signature at the bottom of the document acknowledges your understanding of the expectations that are required of you as a CDFW employee in your current position.

**Work Hours and Punctuality**

Employees and appointees of the CDFW shall report for duty at the time directed and remain in their work assignments until the completion of their workday, except with permission of their supervisor. If for any reason an employee is unable to report for duty, the employee shall notify their supervisor prior to the start of their scheduled workday.

You are expected to be punctual and ready to work on your designated workdays at the time your shift is scheduled to begin.

You are scheduled to work [insert work schedule ex: Monday through Friday, from 8:00 a.m. to 4:30 p.m., with a 30-minute lunch break.] However, break times may be allowed in accordance with your Bargaining Unit agreement. Any changes to your work schedule require my advance approval.

**Telework**

You are expected to follow the CDFW Telework policy as outlined. If you do not have an approved STD. 200 on file, then you are expected to follow an in-office work schedule and report to your work location five (5) days per week [or insert Alternative Work Week (AWW) schedule, if applicable], during your designated work hours. Per your approved telework agreement, you are expected to report to the office [enter the number of days] day(s) per week, which you have designated as [enter of day(s) of the week]. In addition to your designated in office day, you are to select two (2) additional weekdays per month, during which you will also report to the office. You have selected alternating [enter of day(s) of the week] and [enter of day(s) of the week].

You are expected to report to duty as scheduled on your in-office days.

Poor work performance, consistent failure to follow CDFW departmental, branch or bureau policy or procedure, and poor attendance are grounds for your telework agreement to be modified or rescinded.

**Leave Requests**

You are expected to request and obtain authorization for every absence. Please submit a time off request via [insert leave request process here for example: Microsoft Outlook in the form of a meeting request, when requesting pre-scheduled time off for vacation, medical appointments, etc.] You must submit your requests to your supervisor at least two (2) days in advance.

If you are unable to report to work for any reason, you are expected to notify me [insert call in policy here, for example: at least 30 minutes prior to your scheduled start time each day you are absent. You must make every effort to personally speak with me. My contact telephone numbers is (XXX) XXX-XXXX. If you are unable to make verbal contact with me, you must leave me a voicemail message and a message via Microsoft Teams with the reason for your absence, the type of leave you are requesting to utilize, and a call-back number so that I can return your call. If you must leave work early for any reason, you must notify me and obtain approval prior to leaving work, absent emergent circumstances.]

Failure to secure authorization for any absence may result in an unapproved absence without leave (AWOL). Unapproved absences will be reflected as unapproved dock on your Tempo Timesheet. Five (5) consecutive workdays of AWOL is considered an automatic resignation from State Service.

In the event that a medical note is requested pertaining to sick leave, [ensure the following information is consistent to the employee’s MOU] failure to provide your medical note within two (2) business days of the request to provide said note, may result in denial of sick leave authorization.

**Time Sheets**

It is your responsibility to submit a completed timesheet via Tempo to your supervisor on no later than the third business day of each month. Your timesheet is considered a legal document; therefore, you must certify that all hours documented as time worked and leave taken are accurate to the best of your knowledge. You may be required to attach supporting documentation (e.g., jury duty verification/attendance notice).

**Conduct and Professionalism**

You are expected to comply with all CDFW policies regarding professionalism and appearance. It is your responsibility to understand and comply with all regulations and policies outlined below. Employees and appointees of the CDFW shall comply with the following:

1. Demonstrate professionalism, honesty, and integrity.
2. Accept responsibility for our actions and their consequences.
3. Comply with all laws, including applicable sections of the California Code of Regulations, Title 2, section 172, General Qualifications.
4. Comply with departmental policy and applicable standard operating procedures.
5. Comply with their duty statements, Standard Operating Procedures (SOP) and Letter of Expectations (LOE) as applicable.
6. Adhere to the professional standards applicable to their profession.
7. Be alert, courteous, respectful, and professional in their interactions with fellow employees, contractors, vendors, visitors, and members of the public.
8. Not engage in any behavior or use language, which is sexually explicit, abusive, profane, discriminatory or harassing while on duty.
9. Employees and appointees shall not engage in any conduct that discredits an employee, appointee, or the department.
10. Employees entering a State building shall wear professional attire conducive to performing assigned tasks.
11. Respect others and treat them equally regardless of race, color, national origin, ancestry, gender, gender identity, gender expression, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, political affiliation, or other membership in a protected class as defined by state or federal law.
12. Report misconduct, unethical or illegal activity, and any complaints or discipline impacting professional or driver’s licensure.
13. Cooperate with any inquiry or investigation conducted by, or on behalf, of the department.

**Reporting of Arrest, Conviction, or Change in Driving Status**

If an employee is arrested or convicted of any violations of law, with a nexus to the employee’s duties, the employee must promptly notify the Regional Manager or Branch Chief or appropriate designee of that fact.

Misconduct which is a nexus to employment impairs an employee’s ability to do his or her job, or affects or involves the department, and may be cause for disciplinary action. Suspension, revocation, or restrictions to an employee’s driving privilege which prohibit the employee from performing any of their job duties, shall be reported to the Regional Manager, Branch Chief or designee.

**Incompatible Activity**

Employees of the department shall not engage in any other employment or activity inconsistent or incompatible with employment by the department. Before engaging in any outside employment, activity, or enterprise, including self-employment, the employee must submit a statement to his or her Regional Manager, Branch Chief or designee, naming the prospective employer, if any, the employer’s address and phone number, and an outline of the proposed duties or activities. The statement must be in sufficient detail to enable the Regional Manager, Branch Chief or designee to determine whether the proposed activity falls in the prohibited class. Violation of these provisions may result in disciplinary actions up to and including termination of employment with the department or civil action. Employees are expected to act in accordance with Government Code 19990.

**Sexual Harassment**

Sexual harassment is defined under State and federal laws and as outlined in the Department's Sexual Harassment Prevention Policy, as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that interferes with work performance by creating an intimidating, hostile, or offensive work environment.

The type of prohibited discriminatory or harassing behavior which may be found to constitute a violation of ’s EEO policy includes, but is not limited to:

* Demanding sexual favors in exchange for employment benefits, or as a term or condition of employment, whether explicitly or implicitly.
* Engaging in any unwanted physical contact, including touching, leering, making sexual gestures, impeding or blocking movements, pinching, grabbing, patting, intentionally brushing up against another individual in a sexual manner, rape, or sexual assault.
* Engaging in retaliation after a negative response to sexual advances.
* Using sexually derogatory terms or telling sexual jokes and/or stories.
* Displaying objects, cartoons, pictures, or posters of a derogatory or sexual nature.
* Posting, sending, or uploading/downloading sexual or demeaning materials in any form via electronic mail, the intranet/internet websites, cell phone, interoffice mail, or public or private mail.
* Following or stalking an employee.
* Making harassing telephone calls of a sexual nature to a coworker or sending sexually harassing correspondence to an individual by any means including, but not limited to, the use of public or private mail, interoffice mail, facsimile, electronic mail, or text messaging.

**Information Security**

CDFW recognizes that use of the Internet, computers, and email has many benefits. They can make business operations more efficient and effective. Employees are expected to use these tools in a safe and appropriate manner. Unacceptable usage can place you, the Department, and others at risk. You are expected to comply with all information security policies including, but not limited to, the Acceptable Use Policy which addresses the use of computers, mobile phones, tablets, networks, servers, e-mail, and all forms of Internet/intranet access. Any security issues or concerns shall be reported to ISO@wildlife.ca.gov immediately. You are required to check your e-mail and respond to messages promptly.

**Confidentiality**

Per CDFW Operations Manual section 12639 Employee Behavior: Confidential Information which states in pertinent part,

Confidential Information is defined as information that is disclosed to an individual employee or unit in the course of the employee’s employment and includes any form of data, such as handwritten notes or documents, electronic records or transmissions (such as Word documents, emails, texts, or Teams chats), and oral discussions. This information is not readily available to or meant to be shared with individuals outside of the California Department of Fish and Wildlife (Department) but includes information that may be subject to disclosure through a Public Records Act (PRA) request.

Examples of Confidential Information include, but are not limited to, internal Departmental discussions, Departmental decisions, unpublished research data, unpublished Departmental communication, passwords, legal recommendations, personnel and employment records, peace officer files, background and investigative files, individual’s banking information, and Social Security numbers. Individual divisions, branches, regions, offices, and units may have additional types of information that are considered Confidential Information and are covered by this policy.

Employees shall not directly or indirectly make use of, provide, or permit others to make use of Confidential Information for any reason.

…

Employees in violation of this policy shall be subject to disciplinary action up to and including termination.

You are also expected to comply with the confidentiality policies of the [**select one-**Unit/Program/Branch]. Do not discuss, either verbally or in writing, confidential material and/or information in internal draft format in the presence of or with individuals that do not have a “need to know” basis to the confidential information without authorization from the Regional Manager or Branch Chief. For more information regarding the definition of classes information see the CDFW Operations Manual Information Technology: Information Security and Risk Management Section 6446 Classification of Information.

Failure to adhere to the above expectations, on or off-duty, may result in disciplinary action.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Name (Print) Supervisor Signature Date

By signing below, I am indicating that I have received a copy of this memorandum, and that I understand and agree to comply with the employee expectations as outlined herein.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Name (Print) Employee Signature Date

cc: Supervisory File – [Employee Name, Classification]