

<b>HUMAN RESOURCES MEMORANDUM 22-012</b>		DATE ISSUED: 07/15/2022
SUBJECT: <b>TELEWORK STIPEND</b>		REFERENCE: <a href="#">Pay Differential 453</a>
TO: All Department of General Services (DGS) Employees		SUPERCEDES: HR Memo 22-010

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH EMPLOYEES**

**Purpose**

The purpose of this memorandum is to notify eligible employees of the telework stipend [Pay Differential 453](#) effective October 1, 2021 for eligible employees in Bargaining Units 2, 7, 9, 10, and Excluded employees and effective January 1, 2022 for Service Employees International Union (SEIU) Local 1000 eligible employees in Bargaining Units 1, 3, 4, 11, 16, 17, 19, 20, and 21.

This memorandum outlines the procedure for certifying telework stipend eligibility beginning the July 2022 pay period and moving forward in the Project Accounting and Leave (PAL) timekeeping system. This memorandum also outlines the procedure for certifying telework stipend eligibility for May and June 2022 in the ServiceNow portal.

The telework stipend eligibility from October 2021 through April 2022 is being processed separately and no action is required from employees. The Department of General Services (DGS) Office of Human Resources (OHR) is working with the State Controller's Office (SCO) to process any unissued telework stipend payments. Telework stipend payments will issue for each month separately. Overpayments may have issued for DGS ineligible employees in Bargaining Units 12, 13, 14, and 15 and DGS will be establishing Accounts Receivables (AR) to collect the overpayments.

**Telework Eligibility**

Telework eligibility is designated by management based on job classification and duties. Not all positions or job classifications may be appropriate for telework and eligible for the telework stipend. Please reference the list of [Telework Ineligible Classes](#) for DGS. Bargaining Units 12, 13, 14, and 15 are generally not eligible to telework at DGS based on the List of Telework Ineligible Classes. Noting, as mentioned above, there are also instances where designated telework eligible classifications have duties that are not appropriate for telework.

**Telework Stipend**

Telework eligible employees in Bargaining Units 1, 2, 3, 4, 7, 9, 10, 11, 16, 17, 19, 20, 21, and Excluded employees, including Supervisors (S), Managers (M), and Exempt (E) designations, shall receive the rate associated with this stipend if they meet the following criteria:

- An employee shall receive \$50 per month when the department has an approved telework agreement on file designating the employee as remote-centered; or
- An employee shall receive \$25 per month when the department has an approved telework agreement on file designating the employee as office-centered.

Remote-centered and office-centered telework definitions are defined by [State Administrative Manual Section 181](#).

Incidental telework does not qualify for the telework stipend. Employees who perform work 100% in the office are not teleworking and are not eligible for the stipend.

The stipend shall be paid for each eligible month, payable the following pay period.

The employee's approved telework status as of the first day of the pay period shall determine 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, then the employee shall receive the amount for the remote-centered status only. For approved telework agreements that are effective other than the first 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.

Any change to the employee's telework status may affect the eligibility to receive the stipend. Employees are encouraged to discuss telework status changes with their supervisor.

Employees paid bi-weekly or semi-monthly shall receive one payment for the entire telework calendar month.

Employees receiving this stipend are not eligible to submit reimbursement claims for utilities, phone, cable/internet, or other incurred costs. No receipts shall be required for the payment of the telework stipend.

Employees on paid or unpaid leave (i.e., vacation, disability, or leave of absence) for the entire pay period are not eligible for payment, with the exception of employees on paid military leave.

### **Time-Sensitive Action Required**

#### To Certify Telework Status Prior to July 2022

Telework eligible employees in Bargaining Units 2, 7, 9, 10, and Excluded employees, including Supervisors (S), Managers (M), and Exempt (E) designations, shall report telework stipend status for May and June 2022 in ServiceNow.

Telework eligible employees in Bargaining Units Bargaining Units 1, 3, 4, 11, 16, 17, 19, 20, and 21 shall report telework stipend status for January 2022 through June 2022 in ServiceNow.

The employee is responsible for certifying their telework status through the ServiceNow portal by submitting the Telework Stipend request. Employees can submit their telework status in the ServiceNow portal at <https://dgs.service-now.com/sp> by using the Telework Stipend catalog item. The ServiceNow catalog item will be available under *Telework* → *Telework Stipend*. The deadline to submit the response in the ServiceNow portal is **July 15, 2022**.

The employee's supervisor is responsible for tracking and certifying the employee's eligibility for the telework stipend. Supervisors must ensure the employee meets all criteria to receive the stipend, including being associated with an eligible Bargaining Unit and not being on leave for the entire pay period (i.e., leave of absence, disability leave, etc.). The employee's ServiceNow submission will be routed to the employee's supervisor for review and certification. If the ServiceNow submission is not accurate, the supervisor must reject the submission and instruct the employee to submit a new ServiceNow submission with the corrected information.

If an eligible employee is on a Leave of Absence (LOA) or out of the office (e.g., vacation), the employee can certify their telework status through the ServiceNow portal by submitting the Telework Stipend request **upon return**. The catalog item will remain available for these situations.

### **Certifying Telework Status for July 2022 and Forward**

The employee is responsible for certifying their telework status through the Project Accounting and Leave (PAL) timekeeping system each month beginning July 2022 pay period.

The employee's supervisor is responsible for tracking the employee's eligibility for the telework stipend. Supervisors must ensure the employee meets all criteria to receive the stipend, including being associated with an eligible Bargaining Unit and not being on leave for the entire pay period (i.e., leave of absence, disability leave, etc.). The employee's PAL timesheet will be routed to the employee's supervisor for review and certification each month. Supervisors must certify the designation (e.g., office-centered, remote-centered, or not eligible) in the employee's PAL timesheet aligns with the designation in the approved Telework Agreement.

On or around the first (1<sup>st</sup>) each the month (or the next business day if the first falls on the weekend or holiday), supervisors shall confirm the employee's telework status is accurately indicated in the PAL timesheet in the upper right corner of the timesheet page. If the employee's telework status requires a change, supervisors must reject the employee's PAL timesheet indicating the appropriate selection for the telework status. The status selected in the PAL timesheet on or around the first (1<sup>st</sup>) of the month will determine the employee's eligibility to receive the stipend for that month.

For additional guidance in PAL, reference the [PAL Telework Stipend Status demonstration video](#).

#### Note

Certifying PAL is specific to the telework stipend. Employees must have an approved telework agreement in addition to certifying PAL. Any requests to change the telework agreement such as alternate work location, schedule, etc. must be done in advance.

#### Employee Transfers and Separations

DGS OHR Personnel Transactions Unit (PTU) will contact the new or releasing department when an employee transfers to or from DGS to coordinate stipend payment. According to the Pay Differential 453, departments are responsible for issuing payment prior to an employee transferring to another department or to an ineligible CBID. If an employee separates (i.e., retirement, voluntary resignation) from DGS, PTU will process the stipend payment.

#### Corrections to Telework Status in PAL

The employee is responsible for requesting changes to the telework stipend status certified in the PAL timesheet. Employees can make changes to the current pay period and previous pay period in the PAL system. For changes beyond the previous pay period, employees can request changes by completing the [PAL Time/Project Entry Form \(DGS OHR 22\)](#) and submitting the signed form to the program's Attendance Clerk for submission to DGS OHR PTU.

#### **Questions**

If employees have eligibility questions not addressed in this memorandum, employees are encouraged to contact their supervisor/manager and/or employee representative as appropriate. If employees have questions about telework stipend payments, employees are encouraged to contact the program's Attendance Clerk.

**JENNIFER GOTHIER**, Personnel Officer  
Office of Human Resources