

HUMAN RESOURCES MEMORANDUM 24-023A		DATE ISSUED: 12/24/2024
SUBJECT: Annual Telework Agreement Renewal (Amended)		REFERENCE: SAM 0181 AO 02-22 Gov Code § 14200-14203
TO: All DGS Employees		SUPERCEDES: None

Purpose

The purpose of this Human Resources Memorandum is to advise Department of General Services (DGS) employees that submission of their Annual Telework Agreement renewals are due by January 31, 2025.

Telework Policy

The DGS [Telework Policy](#) (Administrative Order 02-22) was established on July 1, 2022, pursuant to [Government Code sections 14200 -14203](#) requiring every state department to incorporate telecommuting as a work option when telecommuting is identified as being both practical and beneficial to the department. The DGS Telework Policy is in accordance with the Statewide Telework Policy [SAM 0181](#).

In accordance with the DGS Telework Policy, employees who are eligible to telework will need to have a signed, approved Telework Agreement on file. To ensure the agreement continues to meet business needs the Telework Agreement will be reviewed annually at a minimum.

Renewals Due

Beginning January 2, 2025, every DGS employee who is eligible to telework, must complete a new Telework Agreement in the [ServiceNow Portal](#) and select “[Perform Annual Review](#)” in order to continue receiving a telework stipend payment.

Managers/Supervisors should meet with employees prior to a completion of a new Telework Agreement to ensure that the in-office days meets the needs of the office and fulfills the essential functions of the employee's position. After this discussion has occurred, the employee is required to complete a new Telework Agreement in the [Service Now Portal](#). Employees that work in the office and do not telework, are not required to complete a Telework Agreement.

After the Telework Agreement is completed and certified by the employee in ServiceNow, it will route to the employee's direct manager/supervisor for approval. The manager/supervisor must review and approve the Telework Agreement in ServiceNow. Employees will not be paid the telework stipend if the Telework Agreement is not approved by their manager/supervisor. Managers and supervisors must ensure timely approvals. The annual 2025 Telework Agreement must be

completed no later than January 30, 2025.

Resources

For more information visit and telework best practices, refer to the [DGS Hybrid Work](#) SharePoint site.

Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact [Ask a Telework Question](#) in the ServiceNow Portal.