

HUMAN RESOURCES MEMORANDUM 25-027		DATE ISSUED: 12/23/2025
SUBJECT: Annual Telework Agreement Renewal	REFERENCE: SAM 0181 AO 02-22 Gov Code § 14200-14203	
TO: All Department of General Services Employees	SUPERCEDES: HR Memo 24-023A	

Purpose

The purpose of this Human Resources Memorandum is to advise Department of General Services (DGS) employees that submission of their Annual Telework Agreement Renewal is due January 30, 2026.

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, 2026, 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 have an approved telework agreement on file and to continue receiving a telework stipend payment, if applicable.

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 [ServiceNow Portal](#). Employees that work in the office full-time 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 2026 Telework Agreement must be completed no later than January 30, 2026.

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.

Mary Sue Paul, Chief
Office of Human Resources