

HUMAN RESOURCES MEMORANDUM 24-006		DATE ISSUED: 4/25/2024
SUBJECT: POLICY ACKNOWLEDGMENT	REFERENCE: CalHR Manual - Section 1004 Govt Code 19990 Govt Code 19572	
TO: All Department of General Services (DGS) Employees	SUPERCEDES: N/A	

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this Memorandum is to remind all DGS employees to review and complete the acknowledgment of the following policies to ensure compliance:

1. [Lactation Accommodation Policy \(AO23-01\)](#)
2. [Inconsistent and Incompatible Activities and Outside Employment Policy \(AO 23-02\)](#).

Employees yet to submit their acknowledgments are non-compliant.

Lactation Accommodation Policy (AO 23-01)

The DGS Policy Unit released the Lactation Accommodation Policy on 11/8/2023. Employees were required to review and acknowledge AO 23-01 within five (5) business days from the release of the policy.

The deadline for the submission of this policy was **November 16, 2023**.

All DGS employees, regardless of gender identity, are required to review this policy and submit acknowledgements via the [ServiceNow Employee Portal](#) **on or before May 9th, 2024**.

When applicable, it is recommended that employees complete and submit a [DGS OHR 32- Lactation Accommodation Request form](#) to their supervisor for lactation accommodation.

Inconsistent and Incompatible Activities and Outside Employment Policy (AO 23-02)

The DGS Policy Unit released the Inconsistent and Incompatible Activities and Outside Employment Policy on 11/17/2023. Employees were required to review and acknowledge AO 23-02 within five (5) business days from the release of the policy.

The deadline for the submission of this policy was **November 24, 2023**.

All DGS employees must review this policy and complete the acknowledgment via the [ServiceNow Employee Portal](#) **on or before May 9th, 2024**.

When applicable, employees **must** complete and submit a [DGS OHR 102 – Outside Employment Request and Agreement form](#) to their manager or supervisor.

Non-compliance of these policies could result in disciplinary actions.

Questions

[FAQ – Inconsistent and Incompatible Activities and Outside Employment](#)

If employees have questions not addressed in this memorandum, please email:

- Lactation Policy: LactationAccommodation@dgs.ca.gov
- Inconsistent and Incompatible Activities and Outside Employment Policy (AO23-02): OHROutsideEmployment@DGS.ca.gov