

MANAGEMENT MEMO

NUMBER:

21-08

EFFECTIVE DATE:

October 1, 2021

SUBJECT:

Statewide Telework Policy

ISSUING AGENCY:

Department of General Services

REFERENCES:

GC 14200-14203, SAM section 181

SUPERCEDES:

Intended Audience This policy applies to all state of California agencies, departments, boards, commissions, and offices (departments). Departments are responsible for ensuring compliance with the provisions of this policy.

Purpose The purpose of this policy is to provide the structure needed for effective telework programs to benefit the state of California and its employees. Each department shall establish a written policy specific to the department's business needs in accordance with this statewide policy. Departments shall establish uniform expectations for performance management and for communication with distributed teams as a foundation for a successful telework program.

Policy This policy is established pursuant to Government Code sections 14200-14203. Existing law requires every state department to incorporate telecommuting as a work option. The full policy detail is contained in the State Administrative Manual (SAM) section 181.

Background N/A

Requirement(s) No later than October 1, 2022, departments shall establish or revise their telework programs and supporting policies in accordance with directives contained within SAM section 181.

**Process/
Procedures** N/A

Contact Please email any questions pertaining to this policy to DGSTWCoordinator@dgs.ca.gov

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Signature



Ana M. Lasso, Director
Department of General Services