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Sent: Monday, November 1, 2021 7:12 PM
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Subject: Action Required: Telework Policy and Telework Data Collection Requirement

Good Evening Admin Chiefs and Admin Ad Hoc,

The purpose of this email is to provide instruction regarding the collection of departmental telework policies and telework data collection.

Telework Policy

The Statewide Telework Policy took effect October 1, 2021. Each department should be creating or amending their existing telework policy to ensure adherence with the Statewide Telework Policy. The Department of General Services (DGS) shall review each departmental draft telework policy prior to implementation or labor organization notice.

Departmental draft telework policies shall be submitted to DGS on or before January 31, 2022.

1. Policies should be emailed to: DGSTWCoordinator@dgs.ca.gov
2. Submissions must include:
 - a. Subject Line: **Insert Department Name** Draft Telework Policy Submission
 - b. The body of the email should include the Telework Coordinators (TWC) name and contact information.
 - c. The policy should be submitted in a non-PDF attachment.
3. DGS will audit the draft telework policy for Statewide Telework Policy compliance and return it to the department with feedback.
4. If there are additional edits to be made, the department should submit an updated document for re-review to the email address listed above within two weeks.
5. DGS will endeavor to review and provide a response to departments within two weeks. The volume of submissions and resources may impact the anticipated review timeframes.
6. The telework policy submission checklist can be found here:
<https://telework.govops.ca.gov/telework-coordinators>

Telework Data Collection

As departments transition from an emergency telework environment to the management of a robust, ongoing, permanent telework program, DGS will be the telework data collector across California State Government. DGS intends to use the data to continually evaluate the telework program and analyze links to telework operational

and cost efficiencies, employee engagement and accountability, short-term and long-term effects, and opportunities for refinement.

DGS is aware that telework data collection and reporting remain an area of challenge for departments and will be meeting with a sampling of departments of all sizes to provide guidance and gather feedback. Based on these meetings, DGS will assess the need for additional guidance or consultation with individual agencies. It is recommended that the department's TWC, Human Resources office, and the Information Technology office be engaged early on for collaboration in this effort.

Reporting requirements are outlined in the Statewide Telework Policy. Additional information regarding the collection categories, frequency, and method of submission is forthcoming. The GovOps Statewide Telework Metric Dashboard is an example of telework data collected and can be found here: <https://telework.govops.ca.gov/track-telework/>

Telework Guidance

The following guidance has been released here: <https://telework.govops.ca.gov/>

- Establish a Telework Coordinator
- Department's Telework Program Overview
- Telework Program Considerations
- Employee Guidelines
- Manager Guidelines
- Incidental, Informal, and Emergency Guidelines

General Information

TWC:

If not already completed, identifying your department's telework coordinator is crucial. If you have not done so already, please submit the name, department, classification, email, and phone number of your TWC to DGS at: DGSTWCoordinator@dgs.ca.gov.

Weekly Telework Officer and Coordinator Office Hours:

Hosted by the Statewide Telework Officer, virtual Office Hours provide a reoccurring platform where TWCs can ask questions, discuss challenges, and share successes and solutions. The Office Hours will begin the week of November 8, 2021. Microsoft Teams invitations will be sent out to the TWCs for whom DGS has received contact information.

Thank you,

Elena Fernandez
Statewide Telework Officer
Department of General Services