

**Management Concept
Telework Stipend Program**

A. Eligibility

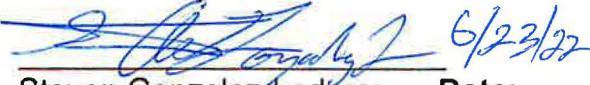
Effective January 1, 2022 and payable following ratification by both parties, employees who have an approved telework agreement on file with the department shall receive a telework stipend as provided below:


1. Employees identified as Remote Centered with an approved telework agreement shall receive \$50 per month.
2. Employees identified as Office Centered with an approved telework agreement shall receive \$25 dollars per month.
3. Incidental telework does not qualify for this stipend. The approved telework agreement must designate the employee's telework status as either Remote Centered or Office Centered.

B. Payment Process

1. This stipend shall be paid for each eligible pay period, payable the following pay period. The state shall endeavor to pay this stipend as part of the employee's regular pay warrant. The method of payment is not subject to the grievance and arbitration section of the MOU.
2. The employee's approved telework status as of the first day of the pay period shall determine the payment amount for the entire pay period. However, if the employee's approved telework status changes during the month from Office Centered to Remote Centered, then the employee shall receive the amount for Remote Centered status only.
3. This payment is not subject to a qualifying pay period.
4. For approved telework agreements that are effective other than the first of the pay period, the stipend is payable upon a fully executed telework agreement.
5. Employees on leave (paid or unpaid) for the entire pay period are not eligible for this payment.
6. Employees paid bi-monthly/semi-monthly shall receive one payment for the entire telework calendar month.

7. No receipts shall be required for the payment of this stipend.
 8. Effective the first day of the pay period following ratification, no reimbursement claims will be authorized for utilities, phone, cable/internet, or other telework incurred costs. Except for approved office supplies such as paper, pens, and printer cartridges, claims shall be submitted in accordance with the MOU and departmental policy.
 9. Any change to the employee's telework status which affects the eligibility of this stipend shall be administered in accordance with the provisions of this side letter and the terms of the MOU.
- C. The State agrees that in the event it grants a greater stipend amount to any other bargaining unit after this Side Letter Agreement is signed, those same amounts shall be provided to AFSCME. This provision shall sunset on June 30, 2022.
- D. The Telework Stipend Program is grievable through the CalHR level. This program shall not be subject to arbitration. Any decision reached at the CalHR level shall be final.


Steven Gonzalez-Lederer Date: 6/23/22
Senior Labor Relations Officer
CalHR


Cliff Leo Tillman, Jr Date 06/23/22
Senior Business Agent
AFSCME Council 57, Local 2620