Side Letter Agreement between
Professional Engineers in California Government and the State of California
Telework Stipend Program

Telework Stipend Program

A. Eligibility

Effective October 1, 2021, for the October 2021 pay period and payable after the first
day of the pay period following ratification, 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.

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 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.

D. If other Bargaining Units receive increased or higher telework stipends than outlined in this side letter, the same increases shall be provided concurrently to Unit 9 employees.