

# Telework Policy Submission Checklist

Checklist No.	Checklist Questions	Policy references
1	Was the draft telework policy received on or before January 31, 2022?	SAM 0181 section Policy Directive 1 MM 21-08
2	Does the policy have an introduction?	GC 14202-14203
3	Does the policy state the goals? (The department/agency may use the goals listed in the Statewide Policy and may add additional ones for the department).	SAM 0181 sections Goals and Policy Directive 1.a.viii
4	Does the policy include an authority statement? (The department/agency may use the one stated in the Statewide Policy).	GC 14200.1-14201 SAM 0181 section Authority MM 21-08 MOU of BU (if applicable)
5	Does the policy answer the question "To whom does it apply?" The department/agency name should be entered.	GC 14202-14203
6	Does the policy determine eligibility according to the Policy Directive sections 1.a.i, 1.b.i, and 1.b.ii?	SAM 0181 sections Policy Directive 1.a.i, 1.b.i, and 1.b.ii
7	Does the policy provide an explanation that employees must be in a job classification with duties appropriate for telework?	SAM 0181 section 1.a.i
8	Does the policy include a high level process of how employees will be notified of their eligibility and approval to telework?	SAM 0181 section Policy Directive 1.a.ii
9	Does the policy include the financial responsibility of the department/agency with respect to telework costs?	SAM 0181 section Policy Directive 1.a.iii
10	Does the policy include the technology and security responsibilities of the department/agency and the employee?	SAM 0181 section Policy Directive 1.a.iv
11	Does the policy include any limitation such as "employees who are not compliant with Information Security and Privacy training are not eligible to telework"?	SAM 0181 sections Policy Directive 1.a.iv and Employees
12	Does the policy include expectations of supervisors that employees will continue to be assessed using existing performance standards and measures?	SAM 0181 section Policy Directive 1.a.v
13	Does the policy include communication on equal opportunities for both teleworking and non-teleworking employees?	SAM 0181 section Policy Directive 1.a.vi
14	Does the policy provide verbiage to ensure the understanding that all employees approved for teleworking must have a signed and approved STD. 200 on file that will be reviewed at minimum once a year?	SAM 0181 section Policy Directive 2
15	Does the policy provide clear language to explain when it is permissible for a supervisor or an employee to modify, deny or cancel a STD. 200 and how to request that change? The department/agency can use the Department Management and Employees sections in the Statewide Telework Policy for reference.	SAM 0181 section Policy Directive 1.a.vii SAM 0181 sections Department Management and Employees
16	Does the policy relay the information that each teleworker will be designated as remote centered; office centered; or eligible to telework and explain what is meant by each term?	SAM 0181 sections Policy Directive 6-7 and Definitions
17	Does the policy share that the information will be used to monitor participation in the telework program as of effective date of the Statewide Telework Policy?	SAM 0181 SAM 0181 section Reporting Requirements
18	Does the policy relay the stipulation that employees will be provided equipment for only one workstation and that the location of the equipment depends on the remote or office centered designation of the teleworker?	SAM 0181 sections Policy Directive 7 and Equipment Cost
19	Does the policy include a liability clause? (The department/agency may use the verbiage from the Statewide policy).	GC 14202-14203 SAM 0181 section Liability
20	Are terms and definitions from the Statewide policy unchanged? It is not permissible to change any definition used in the Statewide policy but it is permissible to add new terms and definitions to their internal policy if needed.	SAM 0181 Definitions
21	Does the department/agency use clear and concise language, avoid jargon and include clear definitions for any terms used that are not already defined in the Statewide Telework Policy?	SAM 0181 section Definitions
22	Is the policy watermarked with "Confidential Draft"?	GC 14202-14203
23	DGS will not be collecting or reviewing processes or procedures. DGS recommends processes and procedures be communicated to the department/agency and the policy be written at a high level to minimize revisions.	DGS Recommendation
24	Policies should be emailed to: <a href="mailto:DGSTWCoordinator@dgs.ca.gov">DGSTWCoordinator@dgs.ca.gov</a>	Direction
25	Draft Policy Submissions must include: a. Subject Line: <i>Insert Department Name</i> 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.	Direction