

# Hybrid Telework - FAQs

## Purpose

The purpose of this document is to provide employees with timely, consistent, and comprehensive updates regarding the transition to a hybrid workforce for the Employment Development Department. The document will be periodically updated once new and pertinent information becomes available.

## Background

### 1. Why are we shifting to a hybrid workforce? Will telework still be available for employees?

In alignment with other state agencies, EDD is shifting to a hybrid workforce to support sustainable business processes, foster effective communication and partnerships, provide employees and leaders with an opportunity to interact with one another to remain connected, and contribute to in-person developmental activities. Telework will still be available up to 3 days per week for many employees.

### 2. Will we need to complete a new telework agreement? What will the agreement reflect?

Yes, a new telework agreement will need to be completed reflecting your designated in-office and telework days.

### 3. Will the telework stipend be reduced as we transition to a hybrid workforce?

Unless otherwise modified, remote-centered teleworkers will receive \$50 for each eligible pay period. A teleworker is considered Remote-centered if they work 50 percent or more of their time during the month from an alternate work location. Office-centered teleworkers will receive \$25 for each eligible pay period. A teleworker is considered Office-centered if they work more than 50 percent during the month from the office.

## Equipment

### 4. Will I need to bring in my equipment to the office?

Please discuss equipment needs with your supervisor and what equipment will need to be transported into the office. Please bring your EDD badge and access card when reporting to the office. If you do not have those items, please contact your supervisor.

### 5. If I have equipment provided through a reasonable accommodation, will that equipment be provided in the office as well?

Please reach out to your supervisor and your Health Management Unit Analyst regarding your specific situation.

### 6. Will an ergonomic (ergo) evaluation be conducted for me when returning to the office?

Please review the [DE 8350 Easy Ergonomics for Desktop Computer Users](#) and make all adjustments possible prior to requesting an ergonomic evaluation. Resources are available on the [Ergonomics Program](#) SharePoint page.

## Hybrid Telework - FAQs

**7. Do I need to bring my work chair back to the office?**

Employees should not transport chairs back and forth between their alternate work location and headquarters office. If you took an office chair home and would like to return that chair permanently to the office, you may do so.

**8. Will I have the same workstation when reporting to the office or will I be required to use a different workstation every time?**

Please discuss with your supervisor. Due to reduced facilities space, increased staffing, and equipment needs, many offices will be sharing desks and hoteling.

### General Questions

**9. Will I have any input on my in-office schedule or rotation?**

Please contact your supervisor. Each branch/division is returning to the office and scheduling will be based on business needs, space, and equipment availability.

**10. Will I be able to work from the office 100% of the time?**

Yes. If you would like to work in the office full time, please speak to your supervisor.

**11. I have a family member with a medical condition and need to be home to assist them. Am I eligible for an exemption from reporting to the office?**

No, you are not eligible for a reasonable accommodation; however, you may be eligible for protected leave programs such as those available under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Please discuss your situation with your supervisor.

**12. I am unable to find child or dependent care for my in-office days. Are there any resources to help?**

Yes. The California Department of Social Services has some childcare resources available on their webpage: <https://www.cdss.ca.gov/inforesources/child-care-licensing/resources-for-parents>

The [Employee Assistance Program](#) has resources available to employees including work-life services.

**13. I have a disability and am concerned about reporting to an office. What options do I have?**

The Health Management Unit works with employees and supervisors to provide effective reasonable accommodations for staff with disabilities. A reasonable accommodation removes workplace barriers to allow an employee to perform the essential functions of their job. A reasonable accommodation might include a change to the way a job is performed or the work environment.

In many cases, accommodations can be made to allow you to perform your essential functions both in the office and at your remote location. If you need a reasonable accommodation, reach out to your supervisor or the Health Management Unit for further assistance.

## Hybrid Telework - FAQs

### **14. Will my in-office day be affected by a holiday? What about sick/vacation days?**

If there is a holiday on a day you are scheduled to report to the office, you would not be required to make up that in-office day. Normally, this is the same for pre-approved vacation.

However, in accordance with EDD's telework policy, the use of unplanned leave/sick leave on in-office days may require you to forfeit a future telework day. In most cases, your work is designated based on your schedule. In-office work would be expected to be completed on in-office days. Therefore, sick leave would be used if you are unwell and unable to report to the office.

### **15. Can I be considered AWOL if I do not report into the office?**

If you are scheduled to work in the office and you fail to report to the office without advance supervisor approval, you may be considered absent without leave (AWOL). You may not telework on days you are scheduled to report to an office if it is not preapproved by your supervisor. Telework must be approved by your supervisor in advance and according to your telework agreement.

### **16. Can I request reimbursement for my commute to and from the office or for parking expenses?**

No, the State does not pay for personal commute related expenses. However, the state does offer subsidized commuter programs and information can be found at <https://eddnet/Services/admin/transit/SitePages/Home.aspx>.

### **17. I moved or was hired during COVID. Will I be required to report to my headquarters?**

Yes, employees are expected to report to their assigned headquarters. Please work with your supervisor to determine if there are any alternatives regarding your specific situation.

### **18. Can I request to change my headquarters office?**

Headquarters determinations are based on the operational needs of the department and in compliance with the applicable government codes and regulations.

### **19. Will I be required to change my work hours?**

This is based on business needs. Please discuss with your supervisor.

### **20. Can I work an Alternate Work Schedule (AWS) on a hybrid telework schedule?**

Alternate Work Schedules are allowed while working on a hybrid telework schedule if it is preapproved by your supervisor. Please discuss with your supervisor.

### **21. Can my supervisor ask me to come in on one of my designated telework days?**

Yes, supervisors are permitted to ask employees to come into the office on a designated telework day. Your supervisor will provide you advance notice when possible.

## Hybrid Telework - FAQs

**22. Will I be allowed to leave the office early to pick up my children from school or attend to other personal needs?**

As previous to the pandemic, you are expected to work your approved work hours, whether in-office or teleworking. You may submit leave requests when needed. Advance notice of the back to office requirement is being provided to allow you time to plan for childcare, dependent care, school pick-up and drop-off, etc.

**23. Will I be allowed to leave the office early and complete the remainder of my shift teleworking at home?**

You are expected to work your approved work hours on your in-office days in the office. Please discuss further with your supervisor.

**24. Is there a dress code for working in the office?**

The Personnel Management Handbook, section 3-6110, states "Dress and appearance should be appropriate for the work being performed." [Personnel Management Handbook \(3-6000\)](#)

### COVID CONCERNS

**25. Is it safe to return to the office?**

EDD strives to provide a safe work environment. The COVID-19 public health emergency ended on February 28, 2023. COVID-19 vaccinations and treatment options are now available to the public. EDD continues to remind employees to self-screen for symptoms of COVID-19 before reporting to an EDD office. The self-screening process involves taking your temperature and recognizing if you have any symptoms of COVID-19. If you have any of these symptoms unexpectedly or have a temperature greater than 100.4 degrees, you should stay home and work with your supervisor on alternate work arrangements and/or leave options.

**26. Do I need to isolate myself at home if I had close contact with someone who has COVID before I return to work in an office?**

Currently there is no requirement for isolation or quarantine for close contacts regardless of your vaccination status. Employees should seek testing within 5 days exposure. If you test positive, you should follow the [CDPH guidance](#) for persons who test positive. If you develop symptoms, you should stay home, notify your immediate supervisor, and seek advice from your health care provider.

**27. I have other questions regarding COVID. Where can I find information?**

The [Employee Safety page](#) contains information regarding COVID-19 protocols and other safety related items.