



# California Department of Child Support Services Administrative Services Division

## Human Resources Branch Memorandum

**To**  
All Staff

**HR Memo No.**  
**2019-05**

**Subject**  
Telework Program Policy

**Issue Date**  
03/07/19

**Supersedes**  
N/A

**Expiration Date**  
Until Superseded

**Purpose**

This memorandum is to advise all Department of Child Support Services (DCSS) employees of DCSS' Telework Program Policy.

**Who is Affected**

DCSS Employees

**Program Details and Eligibility to Participate**

DCSS recognizes appropriately planned and managed telework may be a viable work option that can benefit managers, employees, and customers of the State of California. As such, DCSS has adopted the Statewide Telework Model Program and created [DCSS' Telework Program Policy](#).

Adhering to the policy and procedures are an essential requirement for telework program participants. The model program allows for both casual and regular telework as defined in the policy. Telework is limited to one day per week and must occur on either a Tuesday, Wednesday or Thursday. The DCSS Frequently Asked Questions ([FAQ's](#)) provides additional information.

Only permanent DCSS employees are eligible for participation in the telework program. Additionally, each request must be reviewed and approved by the employee's immediate supervisor/manager and the Division Deputy Director. Telework agreements must be renewed annually.

**Telework Security**

Employees who telework must adhere to all departmental policies as outlined in [DCSS' Telework Program Policy and the state Telework and Remote Access Security Standard](#). When working away from the office, confidential information must remain protected, including Federal Tax Information (FTI), in compliance with IRS Publication 1075 and applicable information confidentiality policies.

**Required  
Action by  
Employees**

Review [DCSS' Telework Program Policy](#) and the [FAQ's](#) and if interested in participating in the Telework Program, consult with your supervisor/manager and complete the appropriate paperwork.

**Required  
Action by  
Managers  
and  
Supervisors**

Supervisors and managers are encouraged to support the participation in the telework program and are responsible for reading, understanding and following the requirements of [DCSS' Telework Program Policy](#), the state [Telework and Remote Access Security Standard](#) and the [FAQ's](#).

**Questions**

If you have any questions regarding this memo, please contact the Telework Coordinator via email at [PersonnelHelp@dcss.ca.gov](mailto:PersonnelHelp@dcss.ca.gov) or via phone at (916) 464-5200.

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