

**PAY DIFFERENTIAL 453  
TELEWORK STIPEND DIFFERENTIAL  
- BARGAINING UNITS 01, 02, 03, 04, 07, 09, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21,  
AND EXCLUDED EMPLOYEES**

Established: 10/01/2021

Revised: 01/01/22

CBID DESIGNATIONS	Effective	CLASSIFICATION	DEPARTMENT
<b>Rank and File:</b>		All Classes	All Departments
R01, R03, R04, R11, R14, R15, R16, R17, R19, R20, R21	01/01/2022		
R02, R07, R09, R10, R12, R13	10/01/2021		
<b>Excluded:</b>			
S01, S02, S03, S04, S05, S06, S07, S08, S09, S10, S11, S12, S13, S14, S15, S16, S17, S18, S19, S20, S21			
M01, M02, M03, M05, M06, M07, M08, M09, M10, M12, M14, M16, M17, M18, M19, M21, M99			
E97, E98, E99			
Confidential designations C01-21 Excluded designations E48, E59, E67, E68, E77, E78, E79, E97, E98, E99			
E		All Classes*	
<b>RATE</b>		<b>EARNINGS ID</b>	
Remote-Centered	\$50 per month	9Z1	
Office-Centered	\$25 per month	9Z2	

CRITERIA
<p>Employees in a classification with a CBID identified above shall receive the rate associated with this stipend if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• An employee shall receive \$50 per month when the department has an approved telework agreement on file designating the employee as remote-centered; or</li> <li>• An employee shall receive \$25 per month when the department has an approved telework agreement on file designating the employee as office-centered.</li> </ul> <p>Only the days in the employee's approved telework agreement apply towards eligibility for the rates in this stipend differential. Incidental telework does not qualify for this stipend. Employees who perform work 100% in the office are not teleworking and are not eligible for the stipend.</p> <p>This stipend shall be paid for each eligible month, payable the following pay period.</p> <p>The employee's approved telework status as of the first day of the pay period shall determine the payment amount for the entire month. However, if the employees approved telework status changes during the month from office-centered to remote-centered, then the employee shall receive the amount for the remote-centered status only. 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. The term fully</p>

executed agreement means the first date of telework under the agreement.

Eligible employees shall receive up to \$50 per month with this stipend. Employees paid bi-weekly or semi-monthly shall receive one payment for the entire telework calendar month.

Employees receiving this stipend are not eligible to submit reimbursement claims for utilities, phone, cable/internet, or other incurred costs. Claims for approved office supplies such as paper, pens, and printer cartridges shall be submitted in accordance with the Memorandum of Understanding (MOU) and departmental policy.

Any change to the employee's telework status which affects the eligibility of this stipend shall be administered in accordance with the provisions of the respective side letter and the terms of the MOU.

Employees on leave (paid or unpaid i.e. vacation, disability, or leave of absence) for the entire pay period are not eligible for this payment, with the exception of employees on paid military leave or IDL. Paid military leave includes employees who receive the difference between their state and military pay.

No receipts shall be required for the payment of this stipend.

Note:

If an employee's CBID differs from the pay scale CBID for an otherwise eligible class, the employee is eligible for this stipend.

An employee's appointed classification will be used to determine eligibility while on an Out-of-Class assignment or Training and Development assignment.

For Mid-month changes: Departments are responsible for issuing payment prior to an employee transferring to another department or to an ineligible CBID.

If the mid-month change results in the employee being eligible for the higher rate, the receiving department is responsible for the stipend difference, and ensuring no employee receives more than \$50 per pay period.

Remote and Office-centered definitions are defined by State Administrative Manual Section 181.

<b>IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:</b>	
PRO RATED	No
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURE ELIGIBLE	Yes/No**
SUBJECT TO PERS DEDUCTION	No

<b>INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY</b>	
OVERTIME	No/Yes (FLSA)
IDL	No
EIDL	No
NDI	No
LUMP SUM VACATION	No
LUMP SUM SICK	No
LUMP SUM EXTRA	No

\*Except State Fair Worker class code 5999

\*\*Retired Annuitants are not eligible unless appointed under Government Code Section 21232.