



# CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP  
DISTRIBUTION: TA

CMDI 1418.04  
13 October 2017

## ADMINISTRATIVE LEAVE FOR TECHNICIANS AFFECTED BY THE STATE OF EMERGENCY

### References:

a. Governor Edmund G. Brown Jr., declarations of a state of emergency on 9 and 10 October 2017, for Napa, Sonoma, Yuba, Butte, Lake, Mendocino, Nevada, Orange and Solano counties due to the effects of multiple fires.

b. California Military Department Instruction (CMDI) 1100.02, WORK-LIFE BALANCE AND WORKPLACE FLEXIBILITIES PROGRAM, 30 May 2017.

c. Administrative Leave Act of 2016.

1. Purpose. To ensure for the care and safety of our technicians living in areas that have been declared as evacuated or under officially declared “prepare to evacuate” areas, and their families, The Adjutant General is authorizing paid leave for employees and Service Members who reside in the area affected by the Governor’s multiple proclamations of state of emergency when the following conditions have been met:

a. To comply with reference c, all reasonable alternative flexibilities (e.g., alternate/compressed work schedules, telework, etc.) as identified in reference b have been exhausted.

b. The emergency effectively precludes the employee’s ability to find reasonable routes of transportation from the employee’s normal residence to the work place or the emergency presents an immediate and grave danger to the employee’s own safety, that of an employee’s immediate family member, or the employee’s principal residence.

2. Superseded/Cancelled. None.

3. Applicability. This instruction applies to all California Army National Guard (CA-ARNG) and California Air National Guard (CA-ANG) technicians plus commanders, managers, and supervisors (military or civilian) with authority or responsibility over technician personnel management.

4. Action or Procedure. Federal technicians meeting the criteria listed in paragraph 1 above may be granted excused absence "LN" for up to five (5) days. No paid leave of absence, using this authority, shall exceed five working days without prior approval of The Adjutant General.

5. Definitions. None.

6. Responsibilities. Supervisors will determine whether the employee is permitted to take time off.

7. Releasability. This issuance is approved for public release; distribution is unlimited.

8. Effective Date. This is effective as of the date of this issuance.

9. Expiration Date. This issuance expires after 30 days and may not be applied to other emergency situations unless specifically authorized by The Adjutant General.

10. Contact Information. For further assistance, contact the Human Resources Office at CAGNET 6-3459, DSN 466-3459 or commercial (916) 854-3459 and at [ng.ca.caarng.list.j1-hro-lrs@mail.mil](mailto:ng.ca.caarng.list.j1-hro-lrs@mail.mil).



ROBERT A. SPANO  
COL, AV, CAARNG  
Director of Staff

Encl

CMDI 1100.02, 30 May 2017



# CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP  
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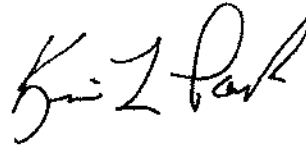
CMDI 1100.02  
30 May 2017

## WORK-LIFE BALANCE AND WORKPLACE FLEXIBILITIES PROGRAM

References: See Enclosure F.

1. Purpose. This California Military Department Instruction (CMDI) focuses on work-life balance regarding workplace flexibilities available to California Military Department (CMD) employees by providing policy and guidance to be used in the execution of the program.
2. Supersedes/Cancellation. This CMDI supersedes all previous regulations and policy letters. It cancels California National Guard (CNG) Fulltime Personnel Regulation (FPR) 204, "Telecommuting," dated 1 May 2006.
3. Applicability. This Instruction applies to both Dual Status (DS) and Non-Dual Status (NDS) technicians. Members and employees of other status' (State Active Duty [SAD], State Civil Service [SCS], Active Guard Reserve [AGR], etc.) should check with their supporting personnel office.
4. Policy. It is CMD policy to allow as much flexibility as possible to supervisors and technicians in achieving a balanced work-life relationship. The intent is to maintain mission focus while allowing flexibility of work schedules to effectively manage both professional duties and personal responsibilities. The Adjutant General (TAG) requires facilities, units, and directorates to remain operational Monday through Friday, 0800-1630 hours, excluding holidays.
5. Definitions. See Glossary.
6. Responsibilities.
  - a. Supervisors administer the program for participating technicians while ensuring proper coverage for all mission related tasks.
  - b. Supervisors are responsible for ensuring participants understand expectations and program guidelines.
7. Summary of Changes. This is the initial publication of CMDI 1100.02.
8. Releasability. This instruction is approved for public release; distribution is unlimited.

9. Effective Date. This instruction is effective upon publication. It will be reviewed annually and is subject to cancellation or reissue five years from the effective date.

A handwritten signature in black ink, appearing to read "Kevin L. Park". The signature is fluid and cursive, with the first name "Kevin" and last name "Park" clearly distinguishable.

KEVIN L. PARK, GS-14, DAF  
Director, Human Resource Office  
California Military Department

Enclosures:

- A – Workplace Flexibilities
- B – Alternate Work Schedule (AWS)
- C – Telework
- D – Leave and Benefits
- E – Employee Assistance Program (EAP)
- F – References
- GL – Glossary

## ENCLOSURE A

### WORKPLACE FLEXIBILITIES

1. Policy. The CMD provides flexibility to supervisors and technicians in the administration of the workplace flexibilities programs to meet mission requirements and provide coverage during operational hours.

a. Technicians may request work schedule flexibilities, including telework, part-time employment, or job sharing. Technicians will provide all supporting documentation with the initial request at least fourteen (14) days (one pay period) prior to the requested effective date. Effective dates will coincide with the beginning of pay periods.

b. Supervisors will meet with the requesting technician to fully understand the requested flexibility.

c. Supervisors will analyze the request and the mission then provide a decision to the technician as soon as possible prior to the requested effective date.

2. Purpose. The purpose of workplace flexibilities is to create an engaged and empowered workforce by enabling technicians to balance their responsibilities at work and at home. Common reasons for workplace flexibilities include:

a. Long-term or short-term care of a dependent to include children or adult care.

(1) Child care may include juggling school, extra-curricular activities schedules, or daycare issues.

(2) Adult dependent care may include providing care for a chronically ill, disabled, or aged Family member.

b. Long-term and short-term personal health issues.

c. Furthering education to include college courses; tradesman or technical courses; or technical and professional certifications.

**NOTE:** Reasons for workplace flexibilities may also be qualifying events under the Family Medical Leave Act (FMLA). It is highly recommended that technicians invoke FMLA for qualifying events.

3. Programs.

- a. Alternate Work Schedules (AWS). See enclosure B.
- b. Telework. See enclosure C.
- c. Leave options and benefits. See enclosure D.
- d. EAP. See enclosure E.

ENCLOSURE B

ALTERNATE WORK SCHEDULE (AWS)

1. Program. The AWS program enables supervisors to meet their mission requirements while, at the same time, allow technicians to be more flexible in scheduling their personal activities. The AWS programs available include Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS). Participation in an AWS program is open to technicians as long as mission requirements are met. Scheduling must be worked out individually between supervisors and participants. The following is additional guidance and consideration for the program:

a. Facilities, units, and directorates will remain operational Monday through Friday, 0800-1630 hours, except holidays. Mission accomplishment will take precedence over program participation. Supervisors are authorized to cancel, alter, or temporarily suspend participation in the program if performance problems or exceptionally heavy workloads occur.

b. Supervisors may choose to implement or deny specific AWS programs. It is up to their discretion to implement one, multiple, or no FWS or CWS. **Supervisors must approve an AWS in writing.** It is highly recommended that these decisions be “vetted” with management officials in the “chain of command.” The tour of duty should be clearly defined by annotating the basic work requirement and details of the FWS or CWS such as core or flexible hours.

(1) Approved schedule changes should be submitted to the timekeeper using the Work Schedule Change Form (Appendix C to Enclosure B).

(2) The work schedule will be annotated in the Supervisor’s Employee Work Folder.

c. Part-time and temporary technicians may be permitted to participate on a case-by-case basis; each situation will be evaluated independently. Workloads justifying part-time or temporary technicians must be taken into consideration.

d. Supervisors will inform technicians in advance of upcoming mission requirements or mandatory training. This may require changes to the technician’s schedule to fulfil requirements or training.

2. Flexible Work Schedule (FWS).

a. Basic Work Requirement. The basic work requirement is the number of hours a technician must work or otherwise account for by leave, credit

hours, holiday hours, excused absence, compensatory time off, or awarded time off.

(1) A full-time technician must work 80 hours per biweekly pay period. The supervisor may also establish daily or weekly basic work requirements.

(2) A part-time technician works fewer hours than a full-time technician within a specified period of time, as determined by the supervisor.

b. Tour of Duty. The tour of duty comprises all hours and all days for which flexible and core hours have been designated. The tour of duty defines the time limits in which a technician must complete his or her basic work requirement.

c. Schedules. The types of FWS schedules vary significantly. Supervisors have the authority to establish flexible hours and schedules to meet the needs of the mission. It is highly recommended that decisions regarding flexible hours and schedules be coordinated with management officials throughout the "chain of command."

(1) Flexitour is a type of FWS in which a technician is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

(2) Gliding Schedule is a type of FWS in which a full-time technician has a basic work requirement of eight hours a day and 40 hours in each week; may select the starting and stopping time each day; and may change starting and stopping time daily within established flexible hours.

(3) Variable Day Schedule is a type of FWS containing core hours for each weekly workday and a basic requirement of 40 hours in each week of the biweekly pay period. However, a technician may vary the number of hours worked on a given workday within limits established by the supervisor.

(4) Variable Week Schedule is a type of FWS containing core hours on each workday in the biweekly pay period and a basic work requirement of 80 hours for the biweekly pay period. However, a technician may vary the number of hours worked on a given workday or the weekly hours within limits established by the supervisor.

(5) Maxiflex Schedule is a type of FWS that contains core hours on fewer than 10 workdays in the biweekly pay period and has a basic requirement of 80 hours for the biweekly pay period. However, a technician may vary the number of hours worked on a given workday or the number of weekly hours within limits established by the supervisor.



d. Credit Hours. Credit hours are hours within a FWS that a technician elects to work in excess of his or her basic work requirement to vary the length of a workday or workweek. Note that not all FWS programs provide credit hours.

(1) Supervisors may permit a plan with the use of credit hours. If the FWS plan permits credit hours, the agency may approve a technician's request to work credit hours to be applied another workday, workweek, or biweekly pay period.

(2) Credit hours must be worked within a technician's tour of duty.

(3) A technician's right to use earned credit hours are at the discretion of the supervisor. Supervisors may place limits on the number of credit hours a technician may earn or use on a daily basis or during a biweekly pay period. A timeframe may be set for which credit hours may be used.

(4) Credit hours are applied as part of the basic work requirement.

(5) Supervisors should ensure that credit hours are used prior to canceling or suspending a FWS program. Not more than 24 credit hours may be carried over from one pay period to the next.

(6) A technician may not be paid Sunday premium pay or holiday premium pay for credit hours.

e. Pay.

(1) Night Pay Differential for General Schedule (GS) technicians. If a technician's tour of duty includes eight or more hours available for work during daytime hours (i.e., between 6 a.m. and 6 p.m.), the employee is not entitled to night pay even though he or she voluntarily elects to work during hours for which night pay is normally required (i.e., between 6 p.m. and 6 a.m.). Night pay is paid for those hours that must be worked between 6 p.m. and 6 a.m. to complete an eight-hour daily tour of duty.

(2) Night Shift Differential for Federal Wage System technicians will not be paid because the technician elects to either work credit hours or elects a time of arrival or departure at a time of day when night differential is otherwise authorized. It will be paid for regularly scheduled work when a majority of the hours worked for a daily tour of duty occurs between 3 p.m. and 8 a.m.

(3) Holiday Pay.

(a) A full-time technician relieved or prevented from working on a

day designated as a holiday is entitled to the rate of basic pay for the typical, average, or scheduled number of work hours toward his or her basic work requirement (not to exceed eight hours).

(b) A part-time technician relieved or prevented from working on a day designated as a holiday may be entitled to his or her rate of basic pay for the hours normally scheduled if the employee has maintained a reasonably consistent schedule for at least two pay periods (not to exceed eight hours).

f. Implementation. The intent of the program is to allow technicians to voluntarily elect to participate within the guidelines provided by their supervisors while still meeting mission requirements and maintaining operational hours.

### 3. Compressed Work Schedules (CWS).

a. Basic Work Requirement. The basic work requirement of a compressed work schedule is the number of hours a technician is required to work or account for by charging leave or otherwise.

(1) A full-time technician is required to work 80 hours in a biweekly pay period. This work must be scheduled for fewer than 10 days in a biweekly pay period.

(2) A part-time technician works fewer than 80 hours in a biweekly pay period. This work must be scheduled for fewer than 10 workdays in a biweekly pay period.

(3) Examples include but are not limited to:

(a) 5/4-9 Compressed Plan. The first week, the Technician works 9 hour days Monday through Thursday and an 8 hour day on Friday (total hours for week is 44). The second week, the technician works 9 hour days Monday through Thursday (total hours for week is 36) and on Friday has a Regular Day Off (RDO) because the total hours for the two week pay period is 80.

(b) 4-10 Compressed Plan. The first week, the Technician works 10 hour days Monday through Thursday (total hours for week is 40) with Friday as an RDO. The second week, the technician works 10 hour days Monday through Thursday (total hours for week is 40) with Friday as an RDO because the total hours for the two week pay period is 80.

(c) Three-Day Work Week (a possible scenario). The technician works 13 hours, 20 minutes per workday (Monday, Wednesday, and Friday for example) for a total of 40 hours each week which totals 80 hours for the pay period.

(d) Combination Compressed Plan (another possible scenario). During the first week, the technician works 4-10 hour days for a total of 40 hours. The second week, the technician works a traditional schedule (five eight hour days) for a total of 40 hours with 80 hours total for the pay period.

b. Credit hours. There is no legal authority for credit hours under a CWS program.

c. Pay.

(1) Night Pay for General Schedule Technicians. A technician is entitled to night pay for regularly scheduled night work performed between the hours of 6 p.m. and 6 a.m.

(2) Night Differential for Prevailing Rate Technicians. The regular rules apply in determining the majority of hours for entitlement to night pay.

(3) Holiday Pay. A full-time CWS technician relieved or prevented from working on a day designated as a holiday or an "in lieu of" holiday is entitled to his or her basic pay rate for the number of hours of the compressed work schedule on that day. When a holiday falls on a day during a part-time technician's scheduled tour of duty and he or she is relieved or prevented from working on that day, the employee is entitled to the basis pay rate for the number of hours normally scheduled to work that day.

d. Implementation. The intent of the program is to allow technicians to voluntarily elect to participate within the guidelines set by their supervisors while still meeting mission requirements and maintaining operational hours. A Compressed Work Schedule should not be mandated.

(1) Alternate Work Schedules should be continuously monitored and analyzed to ensure that the schedule fulfills the needs of the mission and meets the needs of the employee.

(2) Supervisors will analyze and validate the need for Alternate Work Schedules on an annual to determine if the schedule(s) should remain in effect or be adjusted.

## APPENDIX A TO ENCLOSURE B

### COMPARISON OF FLEXIBLE AND COMPRESSED WORK SCHEDULES

	<b>Flexible Work Schedules</b>	<b>Compressed Work Schedules</b>
<b>Basic Work Requirement</b>	The basic work requirement for a full-time technician is 80 hours in a biweekly pay period. Supervisors may also establish daily or weekly work requirements. Supervisor determines the number of hours a part-time technician must work in a specific period. Supervisors may permit technicians to complete their basic work requirement in less than 10 workdays.	A full-time technician must work 80 hours in biweekly pay period and must be scheduled to work on fewer than 10 workdays. A part-time technician has a fixed schedule of fewer than 80 hours in a biweekly pay period and must be scheduled to work on fewer than 10 workdays.
<b>Tour of Duty</b>	The tour of duty defines the limits in which a technician must complete his or her basic work requirement.	The tour of duty is defined by the fixed compressed work schedule established by the agency.
<b>Credit Hours</b>	Hours may be worked in excess of the basic work requirement at the option of the technician to vary the length of the workday or workweek. Not all FWS programs provide for credit hours.	The law provides credit hours only for flexible work schedules. There is no legal authority for credit hours under a CWS program.
<b>Holidays</b>	A full-time technician prevented from working on a holiday (or an "in lieu of" holiday) is entitled to 8 hours of pay for that day. A part-time technician prevented from working on a holiday is entitled to pay for the number of hours he or she would have worked but for the holiday, not to exceed 8 hours. When a holiday falls on a non-workday of a part-time technician, there is no entitlement to pay for an "in lieu of" holiday.	A full-time technician prevented from working on a holiday (or an "in lieu of" holiday) is entitled to pay for the number of hours of the compressed work schedule for the technician on that day. A part-time technician prevented from working on a holiday is entitled to pay for the number of hours of the compressed work schedule on that day. When a holiday falls on a non-workday of a part-time technician, there is no entitlement to pay or an "in lieu of" holiday.
<b>Excused Absence</b>	The amount of excused absence to be granted a technician covered by a FWS program should be based on his or her typical schedule.	All compressed work schedules are fixed schedules. The regular agency practices applicable to administration of excused absence apply.

## APPENDIX B TO ENCLOSURE B

### MODELS OF FLEXIBLE WORK SCHEDULES

	<b>Flexitour</b>	<b>Gliding Schedule</b>	<b>Variable Day Schedule</b>	<b>Variable Week Schedule</b>	<b>MaxiFlex</b>
<b>Basic Work Requirement</b>	A full-time technician must work 8 hours a day, 40 hours a week, and 80 hours a biweekly pay period. Supervisor determines the number of hours a part-time technician must work in a day, week, or in a biweekly pay period.	(See Flexitour.)	A full-time technician must work 40 hours a week. Supervisor determines the number of hours a part-time technician must work in a week.	A full-time technician must work 80 hours in a biweekly pay period. Supervisor determines the number of hours a part-time technician must work in a biweekly pay period.	(See Variable Week Schedule.)
<b>Tour of Duty</b>	Establish flexible hours surrounding core hours, which include a standard meal period.	Supervisor establishes flexible and core hours. Provides for flexible time bands at the start and end of the workday and may also allow for flexible hours at midday (during the lunch break). Technicians must work during core hours.	(See Gliding Schedule.)	(See Gliding Schedule.)	(See Gliding Schedule.) However, Supervisor may choose not to establish core hours on each workday, thus providing maximum flexibility for technicians.
<b>Core Hours</b>	A technician must account for missed core hours (if permitted) with leave, credit hours, or compensatory time off.	(See Flexitour.)	(See Flexitour.)	(See Flexitour.)	(See Flexitour.) Technician may work fewer than 10 days biweekly because of the absence of core hours on one of the normal workdays (e.g., "Flexible 5/4-9").
<b>Flexibility</b>	Technicians select arrival and departure times subject to agency approval. (This results in a fixed schedule until the next selection period, as determined by the Supervisor.)	Technicians may vary arrival and departure times on a daily basis during the established flexible hours.	(See Gliding Schedule.) A technician may also vary the length of the workday. A Supervisor may limit the number of hours an technician may work on a daily basis.	(See Variable Day Schedule.) A technician may also vary the length of the workweek.	(See Variable Week Schedule.)

APPENDIX C TO ENCLOSURE B  
WORK SCHEDULE CHANGE FORM

WORK SCHEDULE CHANGE FORM								
SSN: _____				DIST / ORG CODE: _____				
				ACT / UIC CODE: _____				
NAME: _____				AWS: _____				
EFFECTIVE DATE: _____				T&A STATUST CODE: _____				
<small>*First sunday of Pay Period effective</small>				<small>A-Active P-Pending Separation or X-deceased</small>				
***** PAY PERIOD TOUR OF DUTY *****								
	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN PAY Y / N
WEEK 1								
REG HRS	_____	_____	_____	_____	_____	_____	_____	
SHIFT	_____	_____	_____	_____	_____	_____	_____	
NITE DIFF	_____	_____	_____	_____	_____	_____	_____	_____
	SUN	MON	TUES	WED	THUR	FRI	SAT	SUN PAY Y / N
WEEK 2								
REG HRS	_____	_____	_____	_____	_____	_____	_____	
SHIFT	_____	_____	_____	_____	_____	_____	_____	
NITE DIFF	_____	_____	_____	_____	_____	_____	_____	_____
<small>Please enter the # of hours scheduled to work under REG HRS. Enter the shift code for Wage Grade (WG) employees (1, 2, or 3) under SHIFT. And enter the number of scheduled night differential hours for General Schedule (GS) employees.</small>								
UNGRADED (WG) EMPLOYEE - ROTATING SHIFT HOURS:								
<div style="display: flex; justify-content: space-around;"> <span>(1) _____</span> <span>(2) _____</span> <span>(3) _____</span> </div>								
UNIT: _____				CITY: _____				
SUPERVISOR'S SIGNATURE _____				DATE SUBMITTED _____				

## ENCLOSURE C

### TELEWORK

1. Program. Telework is a program allowing technicians to work away from their official duty location. Telework allows for completion of duty requirements while authorizing technicians to work at an alternate location. The program is designed to provide time and surroundings that contribute to an employee's ability to complete specific projects or recurring work necessary to benefit the CMD.

2. Implementation. Telework should be utilized to drive results such as ensuring continuity of operations; reducing management costs; improving work and life balance commitments; and increasing accountability for achieving individual work results.

a. CNG Form 690-34, "Telework Agreement" (see Appendix A to Enclosure C) is the form used to initiate and document telework. The Human Resources Office (HRO) is the approving authority for telework. The form can be found on the Calguard public website at:

[http://www.calgard.ca.gov/HRO/Documents/CMD\\_I\\_M\\_N/CMDI/CNG%20Form%20690-34%20-%20Telework%20Agreement.pdf](http://www.calgard.ca.gov/HRO/Documents/CMD_I_M_N/CMDI/CNG%20Form%20690-34%20-%20Telework%20Agreement.pdf).

b. Telework Training Certificates. The supervisor and the employee will submit copies of their telework training certificates. Supervisors will complete "Telework 101 for Managers" and employees will complete "Telework 101 for Employees". The training can be found at <https://www.telework.gov/>.

c. Telework arrangements must be clearly communicated and documented in the telework agreement and signed by the technician, supervisor, and HRO PRIOR to the start of telework.

d. Adequate coverage must remain at the duty location and should be taken into consideration when deciding if telework is an appropriate option.

e. The teleworker's alternate work site must have the appropriate tools and environment to enable the member to complete assigned projects. Telework is normally accomplished through the use of telephone and computer with network access.

f. All data, documents, or products developed during the performance of telework are the sole property of the CMD and will be prepared, maintained, and managed in accordance with law, rule, and regulation. No classified material will be used or created while teleworking.

g. The approval authority, supervisor, or teleworker may terminate participation in telework at any time.

### 3. Responsibilities.

a. HRO is the approving authority responsible for:

(1) Ensuring all elements of the telework project are complete and clear expectations of productivity are set.

(2) Returning a copy of the approved/disapproved telework documentation to the parties.

b. Supervisors are responsible for:

(1) Recommending telework to the approving authority through their Remote Designee (RD).

(2) Ensuring details and scope of work are mutually agreed upon before beginning work to include a comprehensive telework project that annotates the scope of work, product to be delivered, and time schedules the teleworker can meet.

(3) Monitoring the quantity and quality of work completed.

(4) Taking training available at <http://www.telework.gov>, obtaining a completion certificate, and forwarding to the RD.

(5) Ensuring technicians applying for telework take the training available at <http://www.telework.gov>, obtaining a completion certificate, then forwarding the technicians' certificates to the RD.

c. RDs are responsible for:

(1) Maintaining the approved documentation for the telework project and providing a copy to the teleworker.

(2) Ensuring that all documentation (Supervisor Training Certificate, Employee Training Certificate, and CNG Form 690-34) is completed, signed, and forwarded to HRO in a timely manner.



d. Teleworkers (Technicians) are responsible for:

(1) Initiating a request to telework and providing sufficient information to the supervisor so a comprehensive telework project can be developed. The information should include a complete description of the telework project; work product; and the time and resources necessary to complete the job.

(2) Providing telework equipment requirements to the supervisor.

(3) Ensuring the alternate work locations are safe environments.

(4) Never exceeding the scope of work described in the Telework Agreement without receiving concurrence from HRO.

(5) Documenting duty performed on CNG Form 690-34 and submitting it in a timely manner to the supervisor.

(6) Ensuring privately owned equipment is not used for telework purposes.

(7) Ensuring any software used or installed conforms to copyright law and any contractual agreements. The teleworker will protect software and government information on government computer equipment from modification, destruction, or inappropriate release.

(8) Not installing any hardware or software on a government system without express approval from the Directorate of Information Management (J6). The system will be provided with necessary tools and software to perform the agreed project. If additional items (peripherals, software, etc.) are required, the teleworker must request the additional items through normal channels using the supporting help desk. The use of unauthorized freeware and/or shareware is not authorized.

(9) Following procedures for damaged, lost, or stolen government equipment. For the California (CA) Air National Guard (ANG), procedures are outlined in Air Force Instruction (AFI) 33-112, "Automatic Data Processing Equipment (ADPE) Management" and AFI 33-114, "Command, Control, Communications, and Computer (C4) Software Management."

(10) Immediately returning government owned hardware, software, and data if telework requirements terminate.

4. Compensation.

a. Travel and per diem payments for telework are not authorized.

b. Before beginning a project, authorization for reimbursement of incidental and minor out-of-pocket expenses, (e.g., postage, long distance telephone calls, consumable supplies) may be approved by the supervisor. A statement of this authorization will be included in the telework work agreement allowing the teleworker to use the Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business." The normal procedures and dollar limits associated with the SF 1164 apply.

5. Security.

a. Teleworkers must comply with all government security procedures and ensure security measures are in place to protect equipment and data from physical and virus damage; theft; loss; or access by unauthorized individuals.

b. Access to Sensitive But Unclassified (SBU) (e.g. Privacy Act, For Official Use Only (FOUO) material,) documents, data, records, etc., on government equipment must be consistent with appropriate directives and instructions.

## APPENDIX A TO ENCLOSURE C

### CNG Form 690-34 (Telework Agreement)

This form can be found on the Calguard public website at:

[http://www.calguard.ca.gov/HRO/Documents/CMD\\_I\\_M\\_N/CMDI/CNG%20Form%20690-34%20-%20Telework%20Agreement.pdf](http://www.calguard.ca.gov/HRO/Documents/CMD_I_M_N/CMDI/CNG%20Form%20690-34%20-%20Telework%20Agreement.pdf).

#### CALIFORNIA NATIONAL GUARD TELEWORK AGREEMENT

The following constitutes an agreement between the parties for this specific project. This project may be modified with all of the parties consent. It may be discontinued at any time by any of the parties.

Name of Section, Element, or Activity

Teleworker (Rank, Last Name, First Name)

Supervisor (Rank, Last Name, First Name)

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Telework Schedule

Progress

Report

Required

Explanation of Schedule and/or Progress Report

Yes

No

Project Description

Project Deliverables

Government Provided Equipment

Desktop

Laptop

Cell Phone

Hotspot

Printer

Other

#### Conditions of this Agreement

1. Teleworker agrees to adhere to the guidelines, policies, and procedures of the California National Guard (CNG) telework program. The teleworker recognizes that this arrangement is not a right but a complementary tool that management may use to accomplish work.

2. The teleworker will meet once per pay period with their supervisor to ensure compliance and accuracy. This meeting

NOTE: Please attach an additional document or memorandum if more space is needed.

may be conducted in-person or by telephone, email will not meet this requirement. The teleworker will complete all assigned work according to work procedures mutually agreed upon by the teleworker and supervisor in the agreement.

3. Participation in telework does not change the teleworker's official duty work location. Army/Air Force Regulations and Instructions (as applicable), local policies and procedures, and other applicable directives govern all pay and reimbursements.
4. The supervisor is responsible for documenting, approving, and providing any mutually agreed upon changes to this agreement to HRO. The supervisor and employee have both provided certificates of training from <http://www.telework.gov>.
5. The teleworker must ensure a safe and healthy work environment exists.
6. Any data, document or work product developed in telework is the sole property of the US Government.
7. During telework, the supervisor may check progress via telephone calls, electronic mail or other available means.
8. The teleworker agrees not to conduct personal business while in official duty status.
9. The parties acknowledge that while teleworking, they are subject to the Uniform Code of Military Justice, State Military Code, or appropriate standards of conduct as appropriate, based upon duty status.
10. The teleworker certifies their understanding that:
  - a. The U.S. Government retains ownership and control of all hardware, software, and data associated with U.S. Government owned systems.
  - b. The U.S. Government equipment provided for telework is considered FOR OFFICIAL USE ONLY (FOUO).
  - c. They must protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.
  - d. They must comply with DoD and applicable service (Air Force/Army) security procedures and ensure security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.
  - e. Access to sensitive (e.g. Privacy Act, FOUO) documents, data, records, etc. on government equipment must be consistent with all DoD and appropriate service (Air Force/Army) directives and instructions. Privately owned equipment may not be used to access or view classified information or Privacy Act data.
  - f. If telework requirements terminate, the teleworker must immediately return government owned hardware, software, data, and cancel any telecommunication services that the government provided.

**My digital signature below indicates understanding and agreement with the contents of this contract regarding telework.**

**Teleworker Digital Signature**

**Supervisor Digital Signature**

**HRO Digital Signature**

NOTE: Please attach an additional document or memorandum if more space is needed.

## ENCLOSURE D

### LEAVE OPTIONS AND BENEFITS

Programs. There are various leave options and benefits programs available. Technicians are encouraged to use the programs available to assist with Work/Life issues. Supervisors should inform technicians of their options.

a. Leave Programs and Benefit programs for Federal Technicians (DS and NDS Technicians). Below are some of the programs that may assist in Work/Life Balance situations. Specific guidance on benefits can be found in the benefits handbook or on [www.benefits.gov](http://www.benefits.gov).

(1) Family Medical Leave Act (FMLA). Technicians are entitled to a total of 12 administrative work weeks of unpaid leave (LWOP) during any 12 month period for qualifying circumstances. The FMLA can be used in a block status or intermittently.

(2) Advanced Sick Leave and Advanced Annual Leave. Sick leave may be advanced in cases of serious disability or ailments when required by the urgency of the situation. Annual leave that is anticipated to be accrued during the remainder of the leave year may be advanced at the supervisor's discretion.

(3) Leave Sharing Program. This program permits technicians to donate annual leave for use by other technicians for a medical or personal emergency.

(4) Intermittent Leave. If technicians require intermittent leave for regular appointments or special circumstances, details should be discussed with their supervisor. A plan should be worked out in advance to accommodate the needs and to avoid any misunderstandings.

(5) Federal Long Term Care Insurance Program (FLTCIP). The FLTCIP provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or if they have a severe cognitive impairment, such as Alzheimer's disease.

(6) Federal Flexible Spending Account Program (FSAFEDS).

(a) A Flexible Spending Account (FSA) is an account in which technicians may contribute to assist in paying for items that typically are not covered by an Federal Employee Health Benefit (FEHB) Plan, Federal Employee Dental and Vision Insurance Program (FEDVIP), or other health insurance coverage. The money contributed to a FSA is set aside before taxes are deducted, so it benefits technicians regarding Federal taxation.

(b) The FSAFEDS also offers an account for Families with young children or elder care expenses – the Dependent Care FSA. This account allows technicians to set aside money to pay for day care expenses.

ENCLOSURE E

EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. Policy. The California Military Department provides the EAP, which assists technicians in personal situations and crises. The EAP provides professional consultation to help technicians identify and evaluate their problems; discusses possible solutions; and gives references to community agencies that can best help in finding solutions.

a. Participation in EAP is free at no cost to the technician. Available consultation services range from family and relationship services; financial and legal advice; to health and wellness.

b. The EAP is a voluntary program. Technicians may contact EAP confidentially. A supervisor may not require participation in an EAP.

2. Programs. The following EAP is available based on technician status:

a. NDS Technicians. The EAP for NDS Technicians is Federal Occupational Health. It is available 24 hours a day/ 7 days a week at 800-222-0364 or at [www.foh4you.com](http://www.foh4you.com).

b. DS Technicians. The EAP for DS Technicians is Military One Source. It is available 24 hours a day/ 7 days a week at 800-342-9647 or at [www.militaryonesource.mil](http://www.militaryonesource.mil).

ENCLOSURE F

REFERENCES

- a. Executive Order 15334, 27 June 2014, “Enhancing Workplace Flexibilities and Work-Life Programs.”
- b. Presidential Memorandum, 15 January 2015, “Modernizing Federal Leave Policies for Childbirth, Adoption, and Foster Care To Recruit and Retain Talent and Improve Productivity.”
- c. Compensation Policy Memorandum (CPM) 2014-11, 22 August 2014, “Enhancing Workplace Flexibilities and Work-Life Programs.”
- d. Office of Personnel Management Handbook on Alternate Work Schedules:  
<https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>
- e. OPM Handbook on Workplace Flexibilities and Work-Life Programs, dated July 2015.
- f. Title 5 United States Code, Section 6121.
- g. 5 USC §6121.
- h. 5 USC §6127.



## GLOSSARY

### PART I. DEFINITIONS

Alternate Work Schedules (AWS) – Both flexible work schedules and compressed work schedules.

Basic Work Requirement – The number of hours a technician is required to work or account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.

Biweekly Work Requirement – The two-week period for which a technician is scheduled to perform work.

Compressed Work Schedule (Full-Time Technician) – An 80-hour biweekly basic work requirement that is scheduled for less than 10 workdays.

Compressed Work Schedule (Part-Time Technician) – A biweekly basic work requirement of less than 80 hours that is scheduled for less than 10 workdays. The technician may be required to work more than eight hours in a day.

Core Hours – The time periods during the workday, workweek, or pay period within the tour of duty during which a technician covered by a flexible work schedule is required to be present for work.

Credit Hours – Those hours within a flexible work schedule that a technician elects to work in excess of his or her basic work requirement so as to vary the length of a workday or workweek.

Flexible Hours – The times during the workday, workweek, or pay period within the tour of duty during in which a technician covered by a flexible work schedule may choose to vary arrival and departure times to and from the work site, consistent with the position duties and requirements.

Flexible Work Schedule (Full-Time Technicians) – An 80-hour biweekly basic work requirement that allows a technician to determine his or her own schedule within the limits set by the supervisor.

Flexible Work Schedule (Part-Time Technicians) – A biweekly basic work requirement of less than 80 hours that allows a technician to determine his or her own schedule within the limits set by the agency.

Flexitour – A type of flexible work schedule in which a technician is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

Gliding Schedule – A flexible work schedule in which a full-time technician has a basic work requirement of eight hours a day and 40 hours weekly but may select the starting and stopping time each day, and may change starting and stopping time daily within established flexible hours.

Maxiflex Schedule – A flexible work schedule containing core hours on fewer than 10 workdays in the biweekly pay period and in which a full-time technician has a basic requirement of 80 hours for the biweekly pay period. He or she may vary the number of hours worked on a given workday or the number of hours each week within limits established by the supervisor.

Operational Hours – Monday through Friday, 0800-1630, except holidays.

Telework – A program allowing technicians to work away from their official duty location. Telework allows for completion of duty requirements while authorizing technicians to work at an alternate location.

Tour of Duty – “A basic work requirement,” if the technician is on a compressed worked schedule or other fixed schedule. “Under a flexible work schedule” means a technician must complete his or her basic work requirement within a limited time set by a supervisor.

Variable Day Schedule – A flexible work schedule containing core hours in each weekly workday and when a full-time technician has a basic requirement of 40 hours in each week of the biweekly pay period. A technician may vary the number of hours worked on a given workday within limits established by the supervisor.

Variable Week Schedule – A flexible work schedule containing core hours in each workday in the biweekly pay period in which a full-time technician has a basic work requirement of 80 hours for the biweekly pay period. A technician may vary the number of hours worked on a given workday or the number of hours each week within limits decided by the supervisor.

## PART II. ABBREVIATIONS AND ACRONYMS

ADPE	Automatic Data Processing Equipment
AFI	Air Force Instruction
AGR	Active Guard Reserve
ANG	Air National Guard
AWS	Alternate Work Schedule
C4	Command, Control, Communications, and Computer
CA	California

CMD	California Military Department
CMDI	California Military Department Instruction
CNG	California National Guard
CWS	Compressed Work Schedule
DS	Dual Status
DOD	Department of Defense
EAP	Employee Assistance Program
FLTCIP	Federal Long Term Care Insurance Program
FMLA	Family Medical Leave Act
FPR	Fulltime Personnel Regulation
FOUO	For Official Use Only
FSA	Flexible Spending Account
FSAFEDS	Federal Flexible Spending Account
FWS	Flexible Work Schedule
GS	General Schedule
HRO	Human Resources Office
NDS	Non-Dual Status
RD	Remote Designee
SAD	State Active Duty
SBU	Sensitive But Unclassified
SCS	State Civil Service
SF	Standard Form
TAG	The Adjutant General