

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: May 10, 2022

CALATERS GLOBAL LETTER #22-003

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

**RE: CALATERS GLOBAL – TELEWORK STIPEND FOR SERVICE EMPLOYEES
INTERNATIONAL UNION (SEIU) BARGAINING UNITS**

The California Department of Human Resources (CalHR) has announced an agreement was reached with SEIU Bargaining Units (BU) 1, 3, 4, 11, 14, 15, 17, 20, and 21 for a Telework Stipend. Upon legislative approval, the stipend will be effective January 1, 2022. The agreement requires qualified payments retroactive to January 1, 2022, for those employees who are either remote or office centered. The definition of remote and office centered are the same as listed in the Department of General Services [Statewide Administrative Manual Section 181](#). A Payroll Letter with details on how the stipend will be paid will be released at a future date. The Telework Stipend does not currently apply to Units 5, 6, 8, 16, 18 and 19.

Effective immediately, CalATERS recommends Department Accounting Office Technicians (DAOT) carefully audit and not process any reimbursement or travel expense claims received for internet, cable, phone, or utility expenses incurred after April 30, 2022, for BUs 1, 3, 4, 11, 14, 15, 17, 20, and 21. Reimbursements or travel claims received for these types of expenses for employees in BUs 5, 6, 8, 16, 18 and 19 may continue to be submitted and approved in accordance with the SCO Memorandum – Reimbursement of Emergency Telework Internet and Telephone Expenses dated February 12, 2021 ([State of California](#)).

Please note, departmental policies may supersede this letter and staff should verify their departmental policy prior to submitting telework-related expense reimbursement claims.

If you have questions, please email the CalATERS Help Desk at CalATERS@sco.ca.gov and refer to this letter.

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)