Frequently Asked Questions

Q. What resources are available for state employees returning to office more often?

A: *CalHR's updated [RTO resources webpage] offers guidance to help state employees prepare for their return to the office. Resources available to employees include [commuting and transportation information], childcare resources and cost savings, leave benefits and scheduling, health and wellbeing resources, employee engagement, and training opportunities.*

Q: Which days are required to be in-office? Can employees choose?

A: *Scheduling should meet operational needs first. Managers may allow employee preference within those parameters. Discuss specifics with your program leadership.*

Q: What if we don't have enough desks or workspace for four days?

A: *Space issues should be elevated through leadership. They will discuss space needs through the appropriate channels.*

Q: An employee says they can't come in four days due to a medical condition. What do I do?

A: *Immediately provide the employee with the Reasonable Accommodation process and follow your reasonable accommodation process listed in the policy.*

Q: What about employees who were hired with a remote or hybrid arrangement and live far from the office?

A: *Each employee's circumstances will be reviewed per [CalHR statewide guidance]. Departments should reference applicable collective bargaining unit agreement.*

Q: What if an employee refuses to comply?

A: *Compliance with the executive order is required. Non-compliance should be addressed through standard performance management channels.*

Q: Will telework agreements be amended?

A: *Yes. Hybrid telework agreements must be updated, as needed.*

Q: Will employees who are approved to use leave credits, including sick leave, on an in-office day be required to make up for the in-office day?

A: *No. The approval and use of leave credits, including sick leave, are outlined in applicable collective bargaining unit agreement and departmental policies.*

Q: Will employees on an approved alternate work week schedule (AWWS) be required to change their regular day off (RDO) to a telework day?

A: *Criteria for the approval, modification, and termination of alternate work schedules are outlined in the applicable collective bargaining unit agreement.*

Q: Will employees still be allowed to request an alternate work week schedule (AWWS)?

A: *Yes. Criteria for the approval of alternate work schedules are outlined in the applicable collective bargaining unit agreement.*

Q: If I want to change or modify an employee's telework agreement, are there specific union notice requirements I must adhere to before altering an employee's schedule?

A: *Changes to standard work schedules, shifts, or telework agreements frequently trigger notice requirements under various collective bargaining unit agreements. The specific notice requirements may vary by bargaining unit. Supervisors should consult with Labor Relations before notifying an employee of a formal, permanent change to their telework schedule to ensure compliance with applicable laws and contractual obligations.*

Q: Can a request for full-time telework be modified or denied?

A: *Yes. A request for full-time telework may be modified or denied based on a variety of factors including but not limited to job role, responsibility, operational needs, or performance consistent with departmental policy and applicable collective bargaining unit agreement. Consult with HR and Labor Relations specific guidance.*

Q: Does a change to a telework agreement require union noticing?

A: *Specific noticing requirements may vary based on departmental policy and review of applicable collective bargaining unit agreement. Consult with the HR and Labor Relations for more specific guidance.*

Q: Are any departments exempted from the Executive Order?

A: *No departments under the Governor's authority have been exempted from the Executive Order.*

Q: What exemptions are allowed under the policy to allow employees to remain fully remote?

A: *On March 13, 2025, CalHR issued statewide guidance on case-by-case exceptions to the four in-person days per work week directive set forth in the Executive Order.*

Q: What should staff know about the Dependent Care Reimbursement Account (DCRA)?

A: *The DCRA allows eligible employees to set aside pre-tax funds up to $625 per month to pay for qualified dependent care expenses, including childcare and caring for a loved one. DCRA contributions are not taxable, which can lower taxable income. Eligible state employees can either newly enroll in the DCRA or increase their current monthly DCRA contribution (as long as they are not already at the maximum) starting July 1, 2026. This is considered a newly permitted event due to the Governor's return-to-office mandate. Eligible employees can make these changes within 60 days of returning to a more frequent in-office schedule. Learn more by visiting our DCRA program webpage.*

Q: What if some state departments don't have enough room to bring their employees back into the office four days a week?

A: *Each department is responsible for the implementation of the Governor's order for their own operations, including space needs. As is the case anytime additional office space may* *be needed, departments should consider how to make the most efficient use of their existing offices in their region before seeking to obtain additional space. If additional space is needed, departments should first consider whether they have the authority to obtain additional space on their own, and if not (or if they would prefer to leverage DGS' expertise), departments may reach out to the Real Estate Services Division within DGS for help.*

Q: How do I address parking concerns of my employees?

A: *To support state departments, DGS can provide affordable parking solutions for use by California state employees. Recently, DGS opened three additional lots in response to the parking waitlist, as with past practice, any state employee wishing to park in a state-owned parking lot or garage can join the parking waitlist, which is managed by a lottery system.*

In general, state parking facilities monthly rates are significantly lower when compared to the private sector. In addition, the state reimburses 100 percent of public transportation costs for most state employees. DGS recently updated their parking and transportation map highlighting a variety of parking and transportation options available to the state workforce.

Additionally, as of June 2026, a daily $3.00 flat-rate parking garage operated by the City of Sacramento is available to the general public at the 6th/8th Street Lot W/X Freeway. Further details may be found on the City's website: City of Sacramento Parking Rates.

Q: Where should employees look for parking resources?

A: *Parking options can be found at the following site: State Employee Parking Options - Google My Maps. State parking information can be found at the following site: List of DGS-Managed Parking Facilities. For state-managed lots, the Department of General Services Parking manages approximately 25 state-owned parking facilities across California. Facilities offer monthly and, where available, daily public parking. Access is managed through tenant waitlists and randomized Online Parking Lottery System drawings for eligible state employees.*

In the Sacramento region, DGS manages 17 lots — Lots 2, 7, 10, 12, 13, 14, 16, 24, 33, 36, 39, 40, 43, 50, 55, 60, and 61. Most operate 24 hours a day, 7 days a week; Lot 2 is open Monday through Friday, 5:00 am to 9:00 pm. Daily public parking is available at select lots on weekdays from 5:30 am to 9:30 pm, though hours vary by location. The Bay Area region includes Lot 6 in Oakland and Lots 42 and 88 in San Francisco. Access is limited to weekday tenant hours, and daily public parking is generally restricted or unavailable. In the Central Valley, DGS operates Lot 30 in Stockton and Lot 41 in Fresno. Lot 41 is open 24/7, while Lot 30 offers public daily parking. Lot 41 does not provide daily public parking. Southern California facilities include Lots 15 and 52 in Los Angeles and Lot 32 in Van Nuys, all operating 24 hours a day, 7 days a week. Daily parking is available to tenants only on Monday through Friday from 6:00 am to 7:00 pm, with hours varying by lot.

Q: What parking benefits are available for state employees as they transition back to the office?

A. *State employees are eligible for up to $340 per month in reimbursements for 2026 when they commute using vanpools or mass transit, including light rail and bus. This benefit helps reduce out-of-pocket commuting costs and supports more sustainable travel options as employees return to the office.*

Employees may also use the Pre-Tax Parking Program to pay for approved parking fees through payroll deductions. This reduces taxable income and can make commuting *more cost effective for those who drive. Learn more about the Pre-Tax Parking program [here](#).*

Q: What resources are available to help employees with commuting?

A: The state has commuter programs and reimbursements for mass transit for most bargaining units. Information can be found on the Commute Programs page. Parking options can be found at the following site: State Employee Parking Options - Google My Maps. State parking information can be found at the following site: List of DGS-Managed Parking Facilities. Departments should reference applicable MOU.

Q: Were any additional garages or spots brought online to accommodate RTO?

A: DGS opened three additional parking facilities on July 1, 2025: Lot 60, located at 450 N. Street in Downtown Sacramento, and Lots 13 and 16, both located adjacent to the May Lee State Office Complex. Together these lots added 1,170 parking spaces.

Q: How do staff members sign up for state owned parking?

A: To add your name to the online parking lottery system, please do so on the Online Parking Lottery System for State Employees page.

Q: Are there any commuter programs or reimbursements for mass transit?

A: Yes, the state has commuter programs and reimbursements for mass transit for most bargaining units. Information can be found on the Commute Programs page.

Q. How many childcare facilities are available to staff throughout the state? How can staff access this resource for enrollment?

A: Within DGS-managed office buildings, there are 55 childcare facilities. As all childcare facilities in state office buildings are operated by parent-led non-profits, employees must reach out to the applicable childcare provider in the building in which they work. Department staff can work with their human resources contacts for additional childcare resources.