



CALIFORNIA MILITARY DEPARTMENT HUMAN RESOURCES NOTICE

Proudly Serving Title 5 Employees and Title 32 Technicians Workforce

HRN 2025.08
21 March 2025

IMPLEMENTATION PLAN - RETURN TO IN-PERSON WORK (LIUNA BARGAINING UNIT EMPLOYEES)

1. **Purpose.** To notify supervisors and employees of changes to routine telework and remote work arrangements for Title 5 Federal Employees and Title 32 Dual Status Technicians that are in the Laborers International Union of North America (LIUNA) bargaining unit in order to comply with references in Enclosure A (1 - 5).
2. **References.** Enclosure A
3. **Applicability.** This notice applies to bargaining LIUNA Army Title 5 Federal Employees and Title 32 Dual Status Technicians; hereafter referred to as "LIUNA bargaining employee(s)."
4. **Cancellation.** This notice cancels Enclosure C – Telework of CMDI 1100.02, "Work-Life Balance and Workplace Flexibilities Programs," May 30, 2017.
5. **Background.** On 31 January 2025, the Secretary of Defense published, "Initial Department of Defense Implementation Guidance, Return to In-Person Work" requiring employees to work in person at their assigned unit worksite.
6. **Policy.** Effective immediately, routine telework, and remote work arrangements are terminated, except where required by law; or approved reasonable accommodation.
7. **Procedure.** Supervisors will immediately notify LIUNA bargaining employees with routine telework or remote work agreements that their agreements are being terminated. Supervisors must adhere to the return-to-in-person work timelines. LIUNA bargaining status can be found on the employee's most current SF-50 "Notification of Personnel Action" block 37.
 - a. LIUNA Bargaining Unit (NG5013):
 - i. Bargaining employees participating in remote work or telework **within 50-miles** of their unit worksite must report full-time in person to their unit worksite as soon as possible, but no later than **21 April 2025**.
 - ii. Bargaining employees participating in remote work or telework **more than 50-miles** from their unit worksite must report full-time in person to their unit worksite as soon as possible, but no later than **31 May 2025**.

b. Non-Bargaining Unit Employees (7777 and 8888): Refer to Human Resources Notice (HRN 2025.02), "Implementation Plan – Return to In-Person Work," 07 Feb 25.

c. (AR5516, NG5008, NG5009, NG5014, and NG5015): Refer to Human Resources Notice (HRN 2025.06), "Implementation Plan – Return to In-Person Work," 07 Mar 25.

d. Directors/Commanders may authorize situational telework in limited circumstances for weather-related emergencies, office closures, and in ad hoc situations where telework serves a compelling Agency need in accordance with Reference A (5). Situational telework must not result in a routine or recurring telework arrangement.

8. **Point of Contact:** The contact for the notice is Mr. Kenneth Cosgrove, Deputy Director, Phone: 916-854-3122 or email: kenneth.j.cosgrove.civ@army.mil

Enclosure
A – References
B – Definitions

NICOLE Y. ARONG, GS-14, DAC
Director, Human Resources Office

Enclosure A
References

1. Presidential Memorandum, "Return to In-Person Work," January 20, 2025
2. Acting Director, Office of Personnel Management Memorandum, "Guidance on Presidential Memorandum Return to In-Person Work," January 22, 2025
3. Secretary of Defense Memorandum, "Initial Department of Defense Implementation Guidance, Return to In-Person Work," January 31, 2025
4. Chief National Guard Bureau Memorandum, "Actions on Return to In-Person Work," February 6, 2025
5. Under Secretary of Defense Memorandum, "Guidance on the Use of Situational Telework," March 4, 2025
6. Collective Bargaining Agreement (For Bargaining Unit NG5013), "The Adjutant General of the California National Guard and The Laborers International Union of North America (LIUNA)," December 6, 2021

Enclosure B
Definitions

1. **Routine Telework:** A telework arrangement with an approved, ongoing schedule during which an employee reports to the official worksite at least 2 days a bi-weekly pay period. Also referred to as regular or recurring telework.
2. **Remote Telework:** A telework arrangement from an approved alternative worksite (non-agency facility) and where the employee is not required report to an agency worksite on a regular and recurring basis.
3. **Situational Telework:** Telework approved on a case-by-case basis where the hours worked were not part of a previously approved, ongoing, and/or regular telework schedule. Also referred to as episodic, unscheduled, or ad hoc telework.