

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-22-25

WHEREAS as of January 2025, California has more than 224,000 full-time state employees, supporting the delivery of critical public services ranging from Medi-Cal to nutrition assistance, from unemployment insurance to driver's licenses and vehicle registrations, from fire preparedness and emergency response to public safety, and from education and childcare to environmental protection; and

WHEREAS California's state employees demonstrate their devotion to public service and the common good, day in and day out, through their hard work and talents; and

WHEREAS prior to the COVID-19 pandemic, nearly all state employees had a baseline expectation of working in-person five days a week; and

WHEREAS although the COVID-19 pandemic precipitated change for many state employees, with a rapid shift to hybrid or full-time telework due to public health considerations, more than half of our state workforce continued to report to work in-person throughout the pandemic, and others have returned to full-time in-person work, including peace officers, health care and mental health care providers, janitorial staff, highway maintenance workers, occupational and environmental safety inspectors, and front-line customer service staff in various agencies and departments; and

WHEREAS in April 2024, based on experience and research about the benefits of in-person work, which include enhanced collaboration, cohesion, creativity, and communication, improved opportunities for mentorship, especially for newer employees, and improved supervision and accountability, my Administration directed agencies and departments subject to my authority that provide telework as an option for employees to implement a hybrid telework policy with an expectation of at least two in-person days per week; and

WHEREAS several leading private sector employers have recently increased in-person work requirements, including some implementing full-time in-person requirements, and a number of public sector employers, including in California, have likewise recently increased in-person work expectations; and

WHEREAS experience across various employment sectors and research continue to affirm that in-person work promotes collaboration, cohesion, efficiency, and accountability for employees and supervisors, all of which are critical for effectively delivering services to the public and maintaining public confidence in the efficiency of state government; and

WHEREAS the benefit of in-person work days is undermined by the non-aligned work schedules of employees under a two-day minimum expectation, because employees and supervisors, including individuals on the same teams or in the same units who would particularly benefit from in-person time together, are often in-person on different days, such that increasing the number of in-person days necessarily will increase the time employees and supervisors will have in the office together; and

WHEREAS ongoing disparities around in-person work expectations across departments and within job classifications for state employees raise issues of



fundamental fairness, particularly for classifications of employees who must report in-person five days a week, including custodial and janitorial staff, maintenance workers, and others; and

WHEREAS increasing in-person work expectations for state employees will also promote trust with members of the public, many of whom must report to work in-person for their own jobs, that state government is working effectively for them; and

WHEREAS I have determined that increasing in-office work expectations for state employees, while still providing the flexibility of a hybrid schedule that most state employees did not have prior to the COVID-19 pandemic, is an operational necessity, to maximize collaboration, cohesion, efficiency, and accountability for delivering services to the public and to maintain public confidence in the efficiency and effectiveness of state government; and

WHEREAS prior to the COVID-19 pandemic, California had established family-friendly employment policies, including procedures to request flexible work schedules, and individualized reasonable accommodations, and those processes will continue to remain available; and

WHEREAS to allow agencies and departments to review current operational needs related to telework, to provide impacted employees sufficient time to adjust to updated in-person work schedules, as applicable, and generally to ensure a smooth transition for agencies, departments, and state employees and align with the start of the fiscal year, the updated policies directed by this Order will take effect on July 1, 2025; and

WHEREAS recent actions by the federal government to reduce the size of the federal workforce and eliminate jobs for federal civil servants with expertise that would benefit the State create opportunities to fill unmet needs in the State workforce.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All agencies and departments subject to my authority that provide telework as an option for employees shall implement a hybrid telework policy with a default minimum of four in-person days per work week, with case-by-case exceptions available as provided in Paragraph 2, effective July 1, 2025.
2. Agencies and departments subject to Paragraph 1 shall consider their individual operational needs in determining whether to offer telework as an option. Consistent with the intent of this Order, agencies and departments shall consider employee requests for more than one telework day per week on a case-by-case basis, as required by any applicable Memorandum of Understanding, and consistent with existing state policies and governing law (e.g., requests for reasonable accommodations, Family Medical Leave Act, and other existing flexible schedule frameworks addressing personal circumstances) and future Administration guidance. No later than March 13, 2025, the California Department of Human Resources (CalHR) shall publish statewide guidance to assist agencies and departments in making

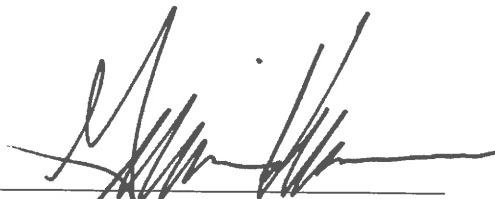
appropriate case-by-case exceptions. In addition to any other subjects that CalHR deems appropriate, the guidance on case-by-case exceptions shall address employees whose positions require telework and employees who do not live near their duty stations and were hired with a mutually agreed-upon telework arrangement.

3. CalHR shall promptly notice impacted bargaining units, to ensure legally required notice is provided prior to implementation of the directives in Paragraphs 1 and 2.
4. CalHR and the Department of General Services (DGS), under the coordination of the Government Operations Agency, shall provide guidance, and consult with individual agencies and departments upon request, regarding compliance with the directives in Paragraphs 1 and 2. Individual agencies and departments shall work with DGS to develop a plan to accommodate the increase in in-person work, including with respect to workplace facilities and employee transportation options, and shall submit such plans to DGS no later than April 1, 2025. DGS shall notify my office no later than May 1, 2025, of any agency or department that has not prepared an adequate plan.
5. CalHR shall assess vacant jobs that match skills needed in the State workforce with the qualifications of former federal employees in need of new opportunities, including but not limited to those with skills and experience related to firefighting, weather forecasting and modeling, natural resource management, medical and mental health, and the sciences, and report its findings to the appropriate agency or department in my Administration. CalHR shall additionally create a federal employee resource website connecting this newly available talented workforce with current job opportunities, virtual job fairs, virtual job counseling, and create a framework that maps the skills required for state government employment.
6. All agencies and departments not subject to my authority, including those under the authority of independent statewide constitutional officers, are strongly encouraged to implement the directives contained in this Order.

IT IS FURTHER ORDERED that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have
hereunto set my hand and caused the
Great Seal of the State of California
to be affixed this 3rd day of March 2025.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, Ph.D.
Secretary of State