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## Alameda-Contra Costa Transit District

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### Administrative Regulation No. 245A:

### Temporary Hybrid Telework

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**Issuing Officer:** General Manager  
**Date of Adoption:** 9/8/2022  
**Most Recent Amendment:** N/A  
**See Also:** 440, 440A, 440B, 440C, 440D, 231,  
231A, 296

**Subject Category:** Section 200, Human Resources  
**Subsection:** Human Resources  
**Control Department(s):** Human Resources  
General Counsel

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#### I. PURPOSE

The purpose of this Administrative Regulation is to provide a framework and requirements associated with a Temporary Hybrid Telework Schedule. Hybrid telework schedules are designed to allow employees to perform a portion of their job responsibilities at an approved alternate work location while maintaining fulltime employment with the District. Each employee's duties, obligations, responsibilities, and conditions of employment remain unchanged while teleworking. This Temporary Hybrid Telework Administrative Regulation works in tandem with the alternative work schedules in Board Policy 231 and is intended to supplement Board Policy 296, Section 15.2, but suspends the portion of the policy pertaining to the procedure to request telecommuting.

Telework schedules are neither an entitlement, right, negotiable term, condition of employment, nor requirement of employment with the District. Telework schedules will serve the best interests of the District and may be altered by management as business needs require.

All hybrid telework schedules are non-precedent setting and neither create an obligation for the District nor an expectation of continuation.

#### II. PERSONS AFFECTED

All District employees meeting the eligibility requirements set forth in this Administrative Regulation.

#### III. DEFINITIONS

**"Eligible employee"** means any regular, fulltime employee who meets the eligibility requirements outlined in Section IV., subsection E.

**"Emergency Situation"** means any situation that federal, state and/or local government agencies deems as posing an immediate threat to a person's health, security, property, or environment.

**"Telework"** means any work being performed by an employee at an approved, remote work site that allows the employee to perform their regular job duties safely and as seamlessly as possible during standard business hours with an emphasis on accessibility, engagement with other employees and/or customers and a high level of job performance.

#### IV. REGULATION

##### A. Duration

The District reserves the right to continue, modify or terminate this Administrative Regulation at any time.

##### B. Guidance

The District will follow guidance and/or regulations from authorized federal, state, and/or local governments regarding employee health, safety, and security.

##### C. Oversight

The District will closely monitor emergency situations, including but not limited to changes in COVID- 19 guidance and, where necessary, adjust this regulation for the health, safety, and security of employees. The District will strive to provide the unions at least ten (10) business days advance notice of any change, whenever practical.

##### D. Employee Responsibilities

An employee seeking consideration for a Hybrid Telework schedule must first discuss it with their supervisor, who will determine if teleworking is compatible with their job duties. It is the employee's responsibility to perform their duties from a telework location the same as they would in the office, including meeting the eligibility requirements outlined below in subsection E.

##### E. Hybrid Telework Eligibility

The ability to successfully telework requires all of the following:

1. The employee can perform the same duties by teleworking as they can perform in District offices.
2. The employee has the necessary technology to allow for telework, including, but not limited to a District laptop and District issued cellphone, and sufficient internet, phone capability, and reliability at the telework location.
3. The employee can access AC Transit networks from a safe and secure location.
4. The employee's work is capable of being reviewed and managed remotely, including oversight of timeliness and quality of deliverables.

##### F. Supervisor Responsibilities

1. Supervisors are responsible for determining an employee's ability to telework, which must meet the Hybrid Telework eligibility requirements identified above.

2. Supervisors must work with employees to establish Hybrid Telework schedules that ensure appropriate onsite coverage in their respective areas.
3. Supervisors must regularly check-in with teleworking employees to ensure that work is being accomplished timely and productively.

#### **G. Hybrid Telework Conditions**

1. Employees on an approved Hybrid Telework schedule will be permitted to work remotely up to two (2) days per week, and are expected to perform all work functions during normal working hours. Teleworking employees may not engage in activities that are incompatible with their regular work duties. Teleworking employees will perform work at a mutually agreed location, using a stable and secure internet connection. Internet issues and/or service interruptions at the employee's telework location should be immediately reported to their supervisor. If internet/service issues require an extended time to remedy, the teleworking employee must report to their office location until resolved. Employees are responsible for all utility costs, including internet, while working remotely, and must conduct all work on District issued technology. The District's Help Desk is unable to assist employees with connectivity concerns at a telework location. Telework employees assume responsibility for troubleshooting any/all internet and WIFI issues.
2. Telework employees must seek a supervisor's consent to work outside of normally scheduled hours. Any applicable overtime must be scheduled in advance and receive the approval of the Department Head.. Teleworking employees can and will be required to report to a District facility dependent on the circumstances. District business is prioritized over hybrid telework schedules. If onsite events or meetings are scheduled on an employee's remote workday, the employee is required to attend in-person. Supervisors will provide advance notice of scheduled in-person events, where possible, to affected teleworking employees.
3. All obligations, duties, responsibilities, and terms and conditions of employment with AC Transit remain unchanged including maintaining confidentiality and protection of information in compliance with District, local, state and/or federal regulations. Teleworking employees must acknowledge that they have reviewed and will comply with District Board Policy No. 440 – Information Systems Use Policy; Administrative Regulation No. 440A – Computer Hardware and Software; Administrative Regulation No. 440B – Information Security; Administrative Regulation No. 440C – Email Use; and Administrative Regulation No. 440D – Mobile Devices.

#### **H. Communication**

Hybrid employees must ensure that other AC Transit staff, vendors, customers, and stakeholders continue to receive seamless professional service.

1. Electronic Communications: Teleworking employees are required to check and timely respond to messages regularly. Automatic Replies should only be used when an employee is unavailable to respond to messages such as vacation, sick, traveling or a reason previously approved by the teleworking employee’s supervisor.
2. Phone: Teleworking employees must be available by phone, video conference, or Microsoft Office 365 Teams during established business hours. Employees are responsible for regularly checking voicemail and text messages on District issued phones.
3. Meetings: Teleworking employees are expected to participate in meetings via video conference or teleconference calls as needed to support their work.

**I. Attendance**

Teleworking employees are expected to follow AC Transit’s attendance policy or the applicable policy in their collective bargaining agreement. Any time away from work including, but not limited to, vacation, sick, management leave, floating holidays and other leaves within working hours must use the same established protocols of a District office or worksite.

Approved by:



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Michael A. Hursh, General Manager  
Alameda-Contra Costa Transit District