



Telework Policy

The Sacramento Transportation Authority allows eligible employees to work in a designated location away from the office on a regular or occasional basis. At the discretion of the Authority, telecommuting is a voluntary work assignment which must have the mutual agreement of both the Authority and the employee. For a teleworking assignment to be successful, it must continue to meet the needs of the Authority and the employee. The following policy sets forth the criteria that must be met on an ongoing basis for success.

Employees that would like to establish a teleworking arrangement should receive an email confirmation from their direct manager approving the schedule. The email confirmation will be maintained as evidence of the current telework arrangement.

- 1) Eligibility: All employees are eligible to participate in a teleworking arrangement at the discretion of their direct manager and the executive director. Eligibility for telework may vary depending on job responsibilities, performance, and operational requirements.
- 2) Availability: Employees participating in the program need to maintain a reasonable number of business hour working hours agreed upon based on job responsibilities. This is to allow for easier business hour communication between employees and third parties. Employees should reasonably communicate their telework schedule with their direct manager. Teleworkers should actively participate in meetings, both in-person and virtual, as required by their job responsibilities.
- 3) Responsiveness: Employees need to maintain reasonable responsiveness to work communication while working remotely. Effective means of responses are as follows 1) Teams 2) Outlook 3) Text Message 4) Phone Call.
- 4) Productivity Measurements: Teleworkers are expected to meet the same performance standards and objectives as office-based employees. Managers will evaluate teleworkers based on their job performance and results, regardless of their work location.
- 5) Equipment: The Authority will provide employees with reasonable means to work remotely. All requests for teleworking equipment will be approved by the Executive Director. Employees are responsible for safeguarding organizational equipment and ensuring its proper use. All equipment issued to employees will remain the property of the Authority and will be tracked in the following spreadsheet. [IT Tracking Log \(Web view\)](#)
- 6) Tech Support: Technical support will be provided by STA's Information Technology Consultant.



Sacramento Transportation Authority

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- 7) Remote Work Environment: The health and safety of employees is important to the Authority. The remote work environment should support the health and safety of the employee. If there are any employee or Authority concerns about the remote work environment an Ergonomic Evaluation can be performed remotely or in person at the remote work site. The Authority is not responsible for any costs associated with the employees' utilities, desks, chairs, or other items.
- 8) Information Technology Security: The STA Acceptable Use Policy for IT Systems should be followed.
- 9) Termination of Telework Arrangement: The Authority reserves the right to terminate or modify telework arrangements based on business needs, performance issues, or changes in job responsibilities. Employees may also request to terminate or modify their telework arrangements by providing written notice to their managers.
- 10) Compliance: Employees must comply with all applicable laws, regulations, and polices of the organization, even while working remotely. Failure to comply with this policy may result in the termination of the telework arrangement and disciplinary action, as appropriate.

Employee Name

Employee Signature

Date