

STAFF REPORT

SUBJECT: LAVTA's Remote Work Policy  
FROM: Tamara Edwards, Director of Finance  
DATE: August 27, 2024

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**Action Requested**

Review and approve Resolution 25-2024 establishing a Remote Work Policy for the agency.

**Background**

Before the pandemic, LAVTA allowed administrative employees to occasionally remotely work; during the COVID-19 shelter in place orders, some employees were required to remotely work full time. The agency requires staff to be in the office five days a week with occasional teleworking as needed.

Given LAVTA's recent transition to the cloud, the ability to successfully work remotely has improved. This has led to some team members expressing a desire to work remotely and thus LAVTA needs a policy that sets parameters and clear expectations for staff members.

**Discussion**

Staff researched the remote work policies of other government agencies and worked with our HR Legal Counsel in developing the attached policy. The policy reflects the agency's experience with prior remote work by employees as well as the needs of an agency the size of LAVTA.

The policy establishes a requirement to work closely with the department lead to ensure that the remote work continues to enable the department to realize their priorities, without interruptions. The policy also establishes core hours for all employees to facilitate timely communication between team members.

To ensure the integrity of LAVTA's work product all remote work will be done on an agency issued laptop and employees are expected to uphold LAVTA's high expectations surrounding any confidential or sensitive information.

**Next Steps**

Once the Board has approved the Remote Work Policy, staff will move forward distributing to LAVTA staff.

**Recommendation**

Staff recommends that the Board of Directors approve Resolution 25-2024 and the Remote Work Policy.

**Attachments:**

1. Resolution 25-2024
2. Remote Work Policy

**RESOLUTION NO. 25-2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ESTABLISHING A REMOTE WORK POLICY FOR LAVTA**

**WHEREAS**, It is a benefit to LAVTA to allow employees to work remotely; and

**WHEREAS**, LAVTA has not previously established a policy governing the remote work of employees; and

**WHEREAS**, it is desirable for the Livermore Amador Valley Transit Authority to adopt a Remote Work Policy that will establish rules for the agency's employee to complete agency work from a remote location.

**NOW, THEREFORE, BE IT RESOLVED** That the policy attached as Exhibit A is hereby updated and adopted as LAVTA's Remote Work Policy.

**PASSED AND ADOPTED** this 9th day of September 2024.

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Evan Branning, Chair

**ATTEST:**

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Christy Wegener, Executive Director

**Approved as to form:**

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Michael Conneran, Legal Counsel

## LAVTA Remote Work Policy

August 2024

Working remotely provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Authority. Livermore Amador Valley Transit Authority retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. *Employees may qualify for remote work if their job roles are compatible with working remotely and the employee does not have any performance or attendance issues. Managers will assess and approve remote work requests on a case-by-case basis, based on the specific requirements of the department involved and the needs of the team and the agency.* Non-exempt, regular employees may be approved to work remotely a maximum of 1 day per week, however employees may be granted an exception for extenuating circumstance. All employees are expected to be available, working and responsive to e-mail and phone during the agency's core hours of 9am to 3pm.

Working remotely does not change the conditions of employment or require compliance with all Authority policies and procedures. The Authority reserves the right to change or terminate this policy at any time, without cause or advance notice. Working remotely is a privilege and may not be appropriate for all employees. If an employee wishes to request the ability to work remotely, they should contact their supervisor.

*To request a remote work arrangement, employees should submit a request to their manager. This can be done through e-mail. The request must include the following details:*

- Desired work schedule
- Remote location
- Employee's productivity plan
- Assurance that the remote location is free from hazardous conditions.

The manager will provide the employee with a written response within one week. This written response will either approve the arrangement, deny it, or propose adjustments.

### **Expectations**

*Work Schedule:* While LAVTA understands that flexibility is one of the many benefits of remote work, LAVTA requires remote employees to maintain a work schedule as approved by their manager that aligns with their team's needs, and the agencies core work hours of 9 am to 3 pm. Non-Exempt employees who remote work must accurately record their start and end times, and meal periods.

*Performance:* LAVTA expects all employees to maintain high levels of performance whether they work in-office or remotely. Remote workers should stay mindful of their performance goals, productivity metrics and progress tracking. Managers will conduct regular assessment of performance to ensure employees working remotely are meeting expectations, and employees

should maintain open communication with their managers for support as needed to achieve their goals.

**Workspace Requirements:** To promote productivity and efficiency, remote employees must set up a workspace that meets the following criteria:

- A dedicated workspace
- Appropriate lighting
- Ergonomic furnishings
- A private location as needed for meetings

### **Equipment and Technology**

*To enable efficient remote work, we will provide remote employees with the following equipment and technology:*

- An agency issued laptop with appropriate connectivity and software to allow access to authority files.

*Remote employees are expected to have or obtain:*

- A reliably internet connection

*In the event of technical or equipment issues, employees should contact the IT department for assistance.*

### **Data Security and Privacy**

*Remote employees play a vital role in maintaining the security and privacy of the company's confidential or sensitive information. Employees working remotely must follow established data security guidelines. All confidential or sensitive data must be handled via secure and approved methods, and any suspected security threats or data breaches must be reported to the IT department immediately.*