

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE**

**TRAVEL DEMAND MANAGEMENT PROGRAM
OZONE PARTIAL TELECOMMUTE POLICY**

INTRODUCTION AND PURPOSE:

The City of Richardson has adopted an Ozone Partial Telecommute Program in an effort to reduce employee travel on Ozone Alert Days during the highest ozone-producing time of the day, 6:00 a.m. to 10:00 a.m.

Telecommuting is not suitable for all positions. Department Heads will determine which employees could work productively in this environment and are therefore eligible for partial telecommute.

Telecommuting does not have to involve a computer, especially on this partial basis. Paperwork, phone calls, reading, and research are examples of other types of work that can be accomplished from a home office.

GENERAL DESCRIPTION OF THE PROGRAM:

When an Ozone Alert notification is received the day prior to an Ozone Alert Day, the participating employee will take home enough work to fill his/her regular hours and leave home after 10:00 a.m. Travel time is considered part of the employee's personal time, as in normal circumstances. Some example work schedules are as follows:

Work at home	7:30 a.m. - 10:30 a.m.
Travel to COR	10:30 a.m. - 11:00 a.m.
Work at COR	11:00 a.m. - 5:00 p.m., with lunch as usual

Work at home	8:00 a.m. - 10:30 a.m.
Travel to COR	10:30 a.m. - 11:00 a.m.
Work at COR	11:00 a.m. - 5:30 p.m., with lunch as usual

(COR: City of Richardson)

In order to be paid for 8 hours, the employee must work 8 hours, excluding home to work travel.

To retain proper coverage at the work site, it is suggested that telecommuting employees be divided into two groups within a department. On the first Ozone Alert Day, Group A would Partial Telecommute and Group B would work regular hours at the work site. On the next Ozone Alert Day, the roles would reverse.

The employee should be available by phone (and electronically, where applicable) while telecommuting, except when traveling to the work site.

It is recommended that the telecommuting employee and his/her supervisor develop a plan to measure performance on work performed at home.

Telecommuting does not replace daycare. The employee must make usual arrangements for child care. Time spent in telecommuting assignment is to be devoted to city work only.

Supervisor approval is required for any employee to participate in the Ozone Partial Telecommute Program.

Original Signed By Jerry Hiebert

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Jerry Hiebert
Deputy City Manager

Date