



SunLine Transit Agency  
April 22, 2022  
11:20 a.m. – 11:50 a.m.



## AGENDA

### BOARD OPERATIONS COMMITTEE Regular Meeting

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### VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

#### INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

##### Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/89488265388>

Meeting ID: 894 8826 5388

Teleconference Dial In  
888-475-4499 (Toll Free)  
Meeting ID: 894 8826 5388

One tap mobile  
+16699009128,,89488265388#

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom meeting:

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

**ITEM**

**RECOMMENDATION**

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to April 21, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

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In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at SunLine Transit Agency's Administration Building, 32505 Harry Oliver Trail, Thousand Palms, CA 92276 and on the Agency's website, [www.sunline.org](http://www.sunline.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

**ITEM**

**RECOMMENDATION**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. PRESENTATIONS**
- 5. FINALIZATION OF AGENDA**

- 6. PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Comments may be limited to 3 minutes in length.

- 7. COMMITTEE MEMBER COMMENTS**

**RECEIVE COMMENTS**

**ITEM**

**RECOMMENDATION**

8. **REMOTE WORKING POLICY**  
(Staff: Tamara Miles, Chief of Human Relations)
9. **ADJOURN**

**APPROVE**  
(PAGE 4-7)

**SunLine Transit Agency**

**DATE:** April 22, 2022 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Tamara Miles, Chief of Human Relations

**RE:** Remote Working Policy No. B-180122

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**Recommendation**

Recommend that the Board of Directors approve SunLine's attached Remote Working Policy No. B-180122.

**Background**

On April 22, 2020, SunLine staff brought forward a ratification of Emergency Policy Changes to the Board of Directors for approval. In this emergency policy, we had a work schedule for essential employees split into A and B schedules, and they rotated every two days between office assignments and telework. In 2021, the Agency provided an update to the Board regarding remote working based on roles/responsibilities and performance of employees.

The Agency considers remote working to be a viable alternative work arrangement in cases where the employee and job characteristics are suited to such an arrangement. Remote working is a voluntary work alternative that may be appropriate for some employees and some jobs. A provision was included for emergency situations where some employees may be directed to work from home. The policy serves as guidelines for eligible administrative and management staff.

**Financial Impact**

No financial impact.

Attachment:

- [Item 8a](#) – Policy No. B-180122

**SunLine Transit Agency  
Remote Working Policy  
Policy No: B-180122**

**Adopted: 04/22/2022**

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## **REMOTE WORK POLICY**

### **PURPOSE**

SunLine Transit Agency (“Agency”) considers remote work to be a viable alternative work arrangement in cases where the employee and job characteristics are suited for such an arrangement. Telecommuting is not suitable for all employees and/or positions. The CEO/General Manager has the discretion to determine the employees and positions who may telecommute utilizing criteria that includes, but is not limited to:

The operational needs of the employee’s department and the Agency;

The potential for disruption to the Agency’s functions;

The ability of the employee to perform his or her specific job duties from a location separate from his or her Agency worksite (“Alternate Worksite”) without diminishing the quantity or quality of the work performed;

The degree of face-to-face interaction with other Agency employees and the public that the employee’s position requires;

The portability of the employee’s work; and

The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost.

Remote work is not an entitlement, it is not a company-wide benefit, and it does not change any other terms and conditions of employment.

### **APPLICABILITY**

Eligible administrative and management staff who engage in work activities at any approved non-office location.

### **POLICY**

#### **i. Standard Office Practices:**

In addition to adhering to the terms and conditions of the remote working policy, remote employees must comply with all rules and protocols in the employee handbook, including

attendance, code of conduct, confidentiality, Earned Time Off (ETO), and data privacy and security.

ii. Work Schedule and Availability:

Remote employees must be available and engaged in work activities during the schedule agreed upon in their remote work agreement.

- Employees who participate in remote work will work a schedule as authorized by the immediate supervisor
- Remote work schedules will be set within departments to ensure adequate coverage to meet normal department workload requirements
- An employee working remotely under this policy shall not work remotely on days where in-person attendance is required for work related meetings or other on-site tasks as determined by the employee's supervisor

iii. Child Care:

A remote work arrangement is not a substitute for dependent care. While working under a remote work arrangement, employees are required to make arrangements for regular dependent care.

iv. Work Environment:

To maintain appropriate productivity and performance, remote employees shall maintain a work environment that is free from distractions, has a reliable internet connection, and supports the employees' ability to dedicate their full attention to their job duties during working hours.

The Agency will confirm with each remote employee that the employee has a safe working environment. The employee's remote work space should be adequately lit and ventilated, have smoke detectors and fire extinguishers, be free of obstructions and hazards, and be equipped with ergonomically proper desks and chairs. Agency will also ensure that remote employee has an up to date homeowner's or renter's insurance policy in place.

v. Communications and Responsibilities:

- Employees must follow guidelines set by the immediate supervisor for office communications, such as checking voice mail and email;
- Employee must be available by phone, email, or internet outside of designated meal or rest periods, during the agreed upon schedule; and
- Remote work does not change the duties, obligations, responsibilities, or terms and conditions of employment. Employees must comply with all Agency rules, policies, practices, and procedures. Employees who abuse the Remote Work Policy will lose remote working privileges and may be subject to disciplinary action up to and including separation from employment

vi. Equipment:

The Agency will provide remote employees with the appropriate equipment (including hardware and software) to effectively complete their duties. The equipment will be based on each employee's individual role and responsibilities. Remote employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.

**PROCEDURES**

Employees must apply for Remote Work through their immediate supervisor.

Eligible employees will be required to sign a Remote Working agreement, which affirms understanding and agreement with this policy.

Supervisors, in their sole discretion, have the right to terminate a remote work agreement. Every effort will be made to provide advance notice to accommodate commuting or other problems that may arise. However, there may be instances when this is not possible.

Employees on a remote work assignment must follow the rules and procedures, as detailed in the employee handbook or pertinent MOU, for requesting any sick, vacation, floating holiday, or other leaves of absence during remote work assignment.

**EXCEPTIONS**

In cases of emergency, key employees may be directed to work remotely. Key employees will be identified ahead of time and will be trained on the process of logging into the Agency's system from their personal/home computers, if needed. All Information Technology policies and procedures will be followed.

The CEO/General Manager authorizes implementation of the Alternative Work Schedule (AWS) flextime work week schedule. Changes in workload, employee performance, funding, legal mandates, changing legal interpretation, or needs of the Agency, may cause the CEO/General Manager to cancel the AWS flextime schedule at any time without prior notice.