

City of Austin Smart Commute Rewards
Administrative Leave Reward
Official Guidelines (Rules and Regulations)
September 2019 – February 2020

The City of Austin is hosting the Smart Commute Rewards Administrative Leave Reward (ADL) Points Program. The ADL Points Program period runs from September 3 at 12:00 a.m. Central Daylight Time through February 29 at 11:59 p.m. Central Daylight Time. By entering the Smart Commute Rewards ADL Points Program, the participant acknowledges that they have completed online enrollment at SmartCommuteAustin.com/ADL-Join and understand the following rules, terms and conditions:

1. Purpose:

The purposes of the points program are:

- To promote using sustainable commutes (alternatives to driving single occupant vehicles) on the daily commute to and from work.
- To encourage Smart Commute Rewards participants to continue using the commute logging platform (smartcommuteaustin.com).
- To help manage traffic congestion and maintain regional air quality.

2. Eligibility:

a. To be eligible to participate in the points program, participants must:

1. Be a full- or part-time regular employee of the City of Austin,
2. Be eighteen (18) years of age or older,
3. Be registered at smartcommuteaustin.com, and
4. Enroll in the points program, successfully complete the commute questionnaire, and log sustainable commute trips based on the tiered structure below:



b. Temporary, contract, and sworn employees are not eligible to qualify for the ADL reward.

3. Terms and Conditions:

- a. Employees must receive supervisor approval before altering their work schedule or work location to utilize sustainable modes of transportation.

Employees are responsible for accurately logging their sustainable commutes according to the guidelines in the Smart Commute Rewards program. Non-compliance with the guidelines may subject employees to disciplinary action.

In instances when an employee takes and logs a sustainable commute, they agree not to drive, park, or leave parked, any personal motorized vehicle within a one-mile radius of employee's work site during employee's scheduled work hours while participating for any commuter reward or prize, except when the employee lives within one mile of their work location and leaves their car parked at home or is the driver of a carpool or vanpool. Violations include, but are not limited to, parking at any City facility, City-used parking garage, or surrounding streets in instances when a sustainable commute was tracked and logged, except drivers of a carpool or vanpool. Failure to comply while registered and accepting a reward or prize will be considered a violation of this policy. Violations may result in immediate termination of the employee's participation in the program, together with a forfeiture of any accrued but unused rewards or prizes, including administrative leave time, earned under this program. Employees violating this policy may also be subject to appropriate disciplinary action, including discharge, under any applicable Municipal Civil Service Rules (e.g. including but not limited to Rule 6.02 B (2), Theft, Rule 6.02 B (3), Dishonesty, or Rule 6.02).

- b. There may be instances where an employee is both taking a sustainable commute and leaving a personal vehicle parked at their work-site that would necessitate an exception to the above requirement thus allowing the employee to participate fully in the program without the threat of disciplinary action. In these instances, the employee should submit for a parking exception. More information about parking exceptions can be found at [AustinTexas.gov/SmartCommute](https://austintexas.gov/SmartCommute).

4. **How to Enter:**

- a. Employees may voluntarily participate in this program in the following manner at SmartCommuteAustin.com/ADL-Join:
 - Enroll by watching a video and agreeing to program terms,
 - Complete a commute questionnaire,
 - Take a sustainable commute (carpool, vanpool, bus, train, bike, walk, scoot), and
 - Log sustainable commute trips regularly.
- b. Participants enrolled in the points program will be limited to collect points for 2 trips per day during the 6-month trip logging period.
- c. Participants can backlog trips up to 2-weeks. Any trips not logged within the sliding 2-week window will not be applied to the users points total. It is always the employee's responsibility to ensure that data is correct and accurate.
- d. Single-occupant vehicle trips are ineligible, including single-occupant motorcycles, hybrid/electric vehicles, Vespas, and similar motorized street scooter devices that can exceed 20 mph.
- e. Segways shall be logged as scooter trips.
- f. MetroAccess trips shall be logged as transit (bus) trips. MetroAccess is a demand-response, shared-ride service for people whose disabilities prevent them from riding regular bus and rail service.

5. **Reward Distribution:**

Employees will receive notification of ADL distribution directly from the Austin Transportation Department after the end of each 6-month participation period. The ADL distributed must be used all at one time within 6-months after being awarded.

Employees claiming to have misplaced their Smart Commute Reward memo may send an email to SmartCommute@AustinTexas.gov or call ATD at 512-974-1150. ATD will contact and confirm with the employee's timekeeper that the time has not been used prior to a replacement reward memo being issued.

The Austin Transportation Department will provide participating departments with information including the final number of participants and ADL hours earned by each employee in the department.

6. **Program Questions:**

Frequently asked questions (FAQs) reference sheet for the ADL reward will be available for employees to access at AustinTexas.gov/SmartCommute.

Email SmartCommute@AustinTexas.gov or call 512-974-1150.