

Administrative Leave (ADL) 2017 Reward Rules

City of Austin – Official Administrative Leave 2017 Reward Rules and Regulations Reward Period – May 1st – October 31st

The City of Austin hosts the Administrative Leave Reward.

1. Purpose:

a. The purpose of the Reward is to promote using sustainable commutes (alternatives to driving single occupant vehicles) on the daily commute to and from work to manage traffic congestion and improve air quality.

b. Sustainable commutes for this reward are considered to be the following options:

Carpooling - Two or more sharing a ride in a personal vehicle

Vanpooling - Approved employer or Capital Metro vanpool groups

Transit - Taking the bus or train

Biking - Riding a bicycle

Walking - Walking, or using a wheelchair or other handicap device to get to work

Teleworking - Working from home or a satellite office near the home

2. Eligibility:

To be eligible to participate, 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, and (3) Follow the program participation requirements posted at austintexas.gov/SmartCommute (4) have achieved a specific tier level, as outlined in the table below, during the applicable reward period.

| Six Month Employee Participation Goal | Comparable to Participating | Employee Reward |
|---------------------------------------|-----------------------------|-----------------|
| 44 trip points | 1 day per week | 4 hours ADL |
| 88 trip points | 2 days per week | 8 hours ADL |
| 132 trip points | 3 days per week | 12 hours ADL |
| 176 trip points | 4 days per week | 16 hours ADL |

*based on a 6 month program

Trip points will be awarded for each trip logged (Bike – 1 trip point, Carpool – 1 trip point, Telework – 1 trip point, Transit – 1 trip point, Vanpool – 1 trip point, Walk – 1 trip point) with a 2 trip points per day limit.

Sworn employees with the Austin Fire Department and Emergency Management Services are not eligible to earn administrative leave and will be rewarded instead by being entered into a drawing to win with a \$50 Amazon gift card (taxable income).

Participants may only receive one reward.

3. How to Participate:

- a. The reward period runs from May 1, 2017 at 12:01 a.m. central time through October 31st at midnight central time.
- b. Participants may enter the reward by using a sustainable commute mode – new or routine - at least 44 trips anytime during the reward period – bike, walk, transit, telework, carpool, or vanpool.
 - **Register** as a City of Austin Employee at SmartCommuteAustin.com.
 - **Complete the required training** by watching a short video at austintexas.gov/smartcommute, accepting the program terms and activating your participation in the Administrative Leave Reward.
 - To activate your participation in the Smart Commute Administrative Leave (ADL) Reward go to [the Smart Commute Administrative Leave page](#), then click "Join Administrative Leave (ADL) Reward."
 - **Take a sustainable commute** – Bike, walk, transit, telework, carpool or vanpool to and from work.
 - **Log your trips daily** into the commute calendar at SmartCommuteAustin.com or download the RideAmigos Commute Tracker app for [Android](#) or [iOS](#) and automatically log your daily biking or walking trips into your commute calendar.
- c. In instances when an employee takes and logs a sustainable commute, he or she agrees to not drive, park, or leave parked, any 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).
- d. The goal of the reward is to encourage employees to take a sustainable commute to help manage traffic congestion, positively impact employee health and retention and ease up parking spaces near City buildings; therefore, single-occupant vehicle trips are ineligible, including single occupant motorcycles, Segways, street scooters, and hybrid/electric vehicles.
- e. The following categories are eligible:
 - Biking – 2 point per day maximum
 - Walking - 2 point per day maximum
 - Transit (Bus/Train) - 2 point per day maximum
 - Vanpooling - 2 point per day maximum
 - Carpooling - 2 point per day maximum
 - Teleworking - 2 point per day maximum
- f. How many points are awarded for each trip log?
 - Bike – 1 point

- Carpool – 1 point
- Telework – 1 point
- Transit – 1 point
- Vanpool – 1 point
-
- Walk – 1 point

Note: There is a 2 trip points per day maximum limit.

Trips during the work day, such as, going to a meeting or out to lunch will not count toward the ADL reward.

4. Administrative Leave (ADL) Reward Distribution

The ADL reward will be distributed via hard copy memo between November 1 and December 30, 2017 to each departments appointed designee. Each department’s designee will then distribute the hard copy memos to each employee being rewarded. The ADL will be valid up to 1 year from date of issuance. Use of ADL is subject to the approval of the employee’s supervisor and attachment of the ADL memo to the employee’s timesheet at the time of use.

Employees claiming to have lost 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.

5. Sworn Employee Reward Distribution

| Six-Month Employee Participation Goal | Comparable to Participating | Employee Reward | Sworn Employee Entries into Drawing |
|---------------------------------------|-----------------------------|-----------------|-------------------------------------|
| 44 trip points | 1 day per week | 4 hours ADL | 1 |
| 88 trip points | 2 days per week | 8 hours ADL | 2 |
| 132 trip points | 3 days per week | 12 hours ADL | 3 |
| 176 trip points | 4 days per week | 16 hours ADL | 4 |

*based on a six-month program with a two-trip-per-day limit

- Each sworn employee achieving any one of the tier levels will be placed in a drawing for one of at least five (5) \$50 Amazon gift cards (taxable income) to five individual winning employees from the Department of Emergency Medical Services or a drawing for one of at least five (5) \$50 Amazon gift cards (taxable income) to five individual winning employees from the Austin Fire Department. The number of entries per employee is determined by the table above. An employee may only win once per drawing.
- Between November 1 and December 30, 2017 Austin Transportation Department (ATD) will coordinate with a single point of contact (SPOC) for EMS and AFD.
 - ATD will email the SPOC documentation of sworn employee participation in Smart Commute.
 - ATD will deliver the gift cards to the SPOC.

- The SPOC will be responsible for conducting the random drawing (and following the entry rules outlined in the table above) and distribution of gift cards to the winning sworn employees.
 - The SPOC will get sign-off of gift card winners and submit a list to their human resources staff to report the taxable income in the payroll system.
 - The SPOC will also provide a copy of the list to ATD for program documentation purposes.
- c) All rewards are nontransferable and nonrefundable, and substitutions or cash exchanges are not permitted, except that the City of Austin reserves the right to substitute (in its sole discretion) a reward of approximately equal value for any reward item. The City of Austin is not responsible for lost, stolen, or damaged, rewards.
- d) All rewards are awarded “as is” without warranty of any kind, express or implied, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose. All federal, state and local taxes associated with the receipt of any prizes are the sole responsibility of the winner.

For more information visit the Smart Commute Rewards webpage at austintexas.gov/SmartCommute.
Questions: email smartcommute@austintexas.gov or call 512-974-1150