



Bay Area Commuter Benefits Program

TELEWORK (REMOTE WORK) PROGRAM GUIDANCE

If your organization has implemented a telework policy or is thinking of implementing a telework policy, this may qualify you under [Option 4](#) of the Bay Area Commuter Benefits Program. Simply making a teleworking schedule available to employees as a primary measure combined with two other secondary offerings as described in Option 4 meets compliance under Option 4 of the Bay Area Commuter Benefits Program.

In addition to the “pre-approved” ways to comply with the Bay Area Commuter Benefits Program via Option 4 described above, the Program also allows employers to propose their own alternative commuter benefit that may include a variant of telework. If your employer is currently offering a robust telework option, you can

potentially qualify under [Option 4C](#) of the Program.

Teleworking might not be feasible for all positions within the company depending on individual job functions. For the purpose of administering a telework program, the Air District and MTC recommend that an employer implement a company-wide telework policy, and suggest that employees who participate in teleworking do so at least once per week on a regular basis.

Employers who provide a telework program by means of Option 4 should maintain records to document the implementation of teleworking in order to comply with the record-keeping requirement of the Program.

PURPOSE

A Telework Policy supports teleworking as a strategy to:

- Allow for working conditions that meet the guidelines and recommendations established by the Centers for Disease Control as well as state and local agency health directives. Help with continuity of business operations during emergencies.
- Provide workplace flexibility and job satisfaction for staff whose responsibilities are suitable for telework.
- Recruit and retain staff who may not live in close proximity to the worksite.
- Increase productivity and reduce possible burnout by providing alternative work environments to perform functions requiring extensive reading, writing, analysis or other intensive desk focused work.
- Reduce greenhouse gas emissions resulting from various means of commuting to work.
- Institutionalize a culture of managing to productivity.

Additional resources for telework and employer-based commute strategies*:

- [511 Employers Resources Page](#)
- Bay Area Air Quality Management District’s [Remote Work Policy Clearinghouse](#)
- 511 Contra Costa County [Work from Home Program](#)
- San Mateo County [Telework and Flex – Schedule Toolkit](#)
- [Association for Commuter Transportation’s recommendations](#) for supporting commuters returning to worksites during COVID-19
- Marin Commutes [Employee Commute Program - Telework](#)
- National Council of Nonprofits [Remote Workers and Telecommuting Practices for Nonprofits](#)
- San Francisco Department of Environment [Let Your Employees Flex Their Hours](#)
- Commute.org’s [Tip Sheet](#)
- Telework.gov’s [Building a Telework Program](#)

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