OFFICE OF THE CITY ADMINISTRATOR

Number: 805
Section: 1 - 10
Effective Date 11/89

SUBJECT: Alternate Commute Program

1. Purpose - To comply with the South Air Quality Management District's Regulation XV.

2. History - In an effort to meet clean air standards established by the Environmental Protection Agency, the South Coast Air Quality Management District (District) adopted Regulation XV. The District sent a notice of compliance to the City of Huntington Beach in February of 1989. A plan to meet the standards identified in Regulation XV were developed by staff and adopted by Council during the following ninety days. The plan was accepted by the District on June 21, 1989. The plan must be reviewed for effectiveness and approved by the District annually thereafter.

3. Authority - Section 401 of the City Charter.

4. References

4.1 South Coast Air Quality Management District - Regulation XV (adopted on December 11, 1987).

5. Application - This program is available for all employees legally impacted by Regulation XV. Further, the City Administrator may extend participation to employees whom, while not legally impacted, meet certain criteria deemed by the City Administrator for eligibility.

6. Definitions

6.1 Alternate Commute Modes - Any means used for trips to work, between the hours of 6:00 a.m. to 10:00 a.m., Monday through Friday (or as otherwise defined by the latest adopted version of the regulation), other than a motorized vehicle-to-transported individual ratio of 1:1, commonly called "drive alones" or "solo commute" which include all forms of motorbikes.

6.2 Credit - Unit of achievement earned by eligible employees for using alternate commute modes to arrive at work.

6.3 Payroll liaisons - Those individuals in the organization responsible for receiving, preparing, retaining, and correcting time sheet information submitted for payroll purposes.

6.4 Employee Transportation Coordinator (ETC) - An individual in the organization who is recognized by the District as properly trained to administer this program.

7. Policy - This program reflects the city's efforts to comply with Regulation XV by providing incentives to encourage eligible employees to use alternate commute modes.

8. Responsibilities

8.1 The City Administrator shall be responsible for:

8.1.1 Establishing guidelines for the implementation of Regulation XV.

8.1.2 Recommend to the City Council funding levels which will allow achievement of the plan.

8.2 Department Heads are responsible for:

8.2.1 Insuring that all participation recorded as "credits" and "time-off" by their employees, complies with program and department procedure.

8.2.2 Insuring the collection and transmittal of all information to the payroll section of Administrative Services, complies with established payroll and departmental procedures.

8.2.3 Considering work shift adjustments (such as compressed work schedules) where not in effect within the department.

8.3 Payroll liaisons are responsible for:

8.3.1 Insuring completeness of all forms depicting credit(s) earned or used, prior to processing that information further.

8.4 Employee Transportation Coordinators (ETCs) are responsible for:

8.4.1 Administering (i.e. control, maintain, and promote) the program throughout the organization given the guidelines of the City Administrator.

8.4.2 Maintaining certification as prescribed in Regulation XV.

9. Distribution of Forms

9.1 All associated program forms to record earned or used credits shall be made available by an ETC.

9.2 The ETC(s) shall be the official keeper of all original records for the program.

10. Procedure

10.1 To register with the program an eligible employee must complete an Alternate Commute Program Registration Form. (See Attachment A)

10.2 To participate, that employee must perform an alternate commute as declared on his/her Alternate Commute Registration Form.

10.3 The employee records his/her participation for the pay period in which that activity occurs on an Alternate Commute Participation Log. (see Attachment B)

10.4 The employee submits his/her Participation Log to the division/department's payroll liaison with any other time sheet or exception form(s) required at the end of the pay period. The department may require a supervisor and/or division head review and signature of Participation Logs at this time.

10.5 The payroll liaison transcribes the Participation Log information to the payroll printouts, which will be signed by the department head.

10.6 The payroll printouts are then passed on to the payroll section of the Administrative Services where the information is keyed into the automated payroll system.

10.7 Employee activity for each pay period will be reflected on his/her pay stub in "CCC Earned" and "CCC Accrued" boxes each payday.

10.8 To modify an incorrect number of credits registered in the "CCC Earned" and "CCC Accrued" boxes, an employee must notify both his/her payroll liaison and an ETC of the discrepancy. The ETC will verify employee participation as recorded. Any changes will be authorized and initiated by the ETC in cooperation with the payroll liaison.

10.9 Credits used for time-off must follow established departmental procedures for vacation requests and approval. Credits may be used for full days off only. Credits used for other purposes must be authorized by an ETC.

Michael T. Uberuaga 3-17-94

Michael T. Uberuaga Date

2/24/94
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