Town Of Truckee Alternative Transportation Incentives Guidelines

Purpose

The purpose of this Town guideline is to set out rules and procedures related to the use of alternative transportation to travel to and from work by Town of Truckee employees.

General Overview:

This program is designed to encourage employees of the Town to use alternative transportation to and from work. More specifically, it is meant to reduce the single-occupant vehicle commute trips for employees, thereby reducing their commute costs as well as reducing the overall environmental impact of Town of Truckee employees commuting to their workplace. All full-time and part-time year-round employees who accrue paid vacation time are eligible to participate in this program.

Program Description

Town Employees who use alternative forms of transportation from a single-occupant vehicle to commute to and from work are eligible to receive vacation hour credits for doing so.

Alternative transportation includes the following: carpool/vanpool, bicycling, e-biking, walking, public transit, and motorcycles.

For every five (5) alternative transportation trips (travel to and from work for one workday = one trip), an additional one hour of vacation time will be added to each employee's vacation time balance. Employees are responsible for tracking their alternative commute days. Upon completion of the fifth day, the employee will mark the appropriate space on their timecard. Upon supervisor approval of the timecard, the payroll department will process the additional vacation hour. No partial hours will be awarded for less than five days of alternative transportation.

Employees are eligible to claim a total of 24 hours of alternative transportation vacation time credits per fiscal year.

Recordation of alternative travel trips is on the honor system.

The accrued vacation hours do not expire and are transferable from fiscal year to fiscal year. If an employee's employment terminates, accrued unused hours will be paid out in accordance with the provisions of the Town's personnel policies or applicable memoranda of understanding (MOU).