

# Memorandum



**Date:**

**To:**

**BSCID#:**

**From:**

**Subject: Your Teleworking Acknowledgment - Regular Telework**

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This constitutes your Teleworking Acknowledgment pursuant to MTA All-Agency Policy Directive 11-078 “Teleworking Policy and Program” (hereafter “Teleworking Program”), which can be found and is maintained on the MTA Policy Portal. By signing this Teleworking Acknowledgment, you acknowledge that you have read and fully understand all of the contents and requirements set forth in the Teleworking Program.

1. You will continue to work your regular work schedule, with \_\_\_ hour(s) \_\_\_ paid \_\_\_ unpaid per day for a lunch break, \_\_\_ days per week at your official MTA work location and 1 day per week at an approved alternate worksite (“Alternate Worksite”).
2. You are approved to Telework up to one (1) day of your work week. You agree to work with your manager/supervisor to choose this Teleworking day on an ongoing basis and developing a schedule that maximizes efficiency. You expressly acknowledge that adjustments may be needed to your schedule to ensure coverage or for such other operational, business and/or program needs.
3. You are required to adhere to the applicable policies, procedures, and rules governing employee conduct, time and attendance, leave policies and/or collective bargaining agreements where applicable, and any applicable timekeeping policy and/or other applicable duly authorized agreement to record time, regardless of your work location.
4. Any change (even temporarily) to the location of your approved Alternate Worksite must be approved in writing by your manager/supervisor.
5. You may be required to physically report to your MTA Worksite consistent with operational needs and business priorities, even on dates you are scheduled to Telework. If reasonable notice is given to you, you must be able to adjust your schedule to promptly report in person.
6. You understand and agree to comply with all directions/instructions on productivity management while Teleworking. This may include, e.g., completing weekly work logs, progress reports and/or function-specific databases/systems.
7. You understand that you will be subject to any applicable activity measuring tool during the

Teleworking Period.

8. Your performance will be evaluated in accordance with the MTA Performance Management Program. You must maintain a minimum “Meets Expectations”, on your annual performance review in order to remain eligible for participation in the Teleworking Program
9. You understand that this Teleworking Acknowledgment can be terminated if you: (i) fail to comply with the requirements set forth in Policy Directive 11-078 and the terms of this Acknowledgment; (ii) receive anything less than “Meets Expectations” on your annual performance review; and/or (iii) if your telework continues to diminish your performance or agency performance, despite attempts to mitigate such diminished performance.
10. You must update and maintain your contact information in My MTA Portal ([www.mymta.info](http://www.mymta.info)) before beginning participation in Telework.
11. You are required to either set up call-forwarding from your official worksite to a mobile phone or to another location with a phone to ensure calls are received and you are reachable when at your alternate worksite. You must also ensure your voicemail is working and inbox is not full, or set up your official worksite phone greeting message to provide a number where you can be reached.
12. Teleworkers are prohibited from storing MTA sensitive data (i.e., including but not limited to personnel information, trade secrets, safety information, or confidential or legally privileged communications) on electronic equipment (e.g., computers, mobile phones, tablets, etc.) that is not managed by MTA IT Department. Teleworkers must use MTA’s online storage, (e.g., OneDrive/Sharepoint), to store and access all MTA information.
13. This Teleworking Acknowledgment shall be effective for a period of six (6) months or less, upon which time it shall be reviewed. In determining whether a Teleworking extension will be approved, operational/business needs, as well as your performance, including while Teleworking, will be considered.
14. Any failure on your part to comply with the criteria set forth herein, fully set forth in Policy Directive 11-078, “Teleworking Policy and Program”, as well as any theft of time or violation of any MTA Policy during the time you are Teleworking, may result in disciplinary action up to and including termination of employment.
15. The terms and conditions set forth herein are subject to change at any time at the MTA’s sole discretion.

I hereby acknowledge and agree to the terms of this Teleworking Agreement as fully set forth in the All-Agency Policy Directive “Teleworking Policy and Program” 11-078:

Employee’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

File:

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Original: Employee’s Personnel File