

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-13-41 LGL 2013-0023
TITLE: COMMUTE TRIP REDUCTION (CTR) PROGRAM	
EFFECTIVE DATE: NOVEMBER 1, 1993	
REVISION EFFECTIVE DATE: October 24, 2013	

1.0 GENERAL

1.1 In 1991, the Washington State Legislature adopted the Washington Clean Air Act (RCW 70.94). Sections of the Act describe Transportation Demand Management, requiring major employers to adopt plans and programs to improve air quality, improve transportation system efficiency, and reduce non-renewable energy consumption. The City is required to develop programs that encourage the reduction of vehicle miles traveled through the use of commute alternatives to the single occupant vehicle.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy applies directly to all qualified worksites that have one hundred (100) or more regular, fulltime City employees arriving on weekdays from 6:00 a.m. to 9:00 a.m. However, in keeping with the spirit of the Washington Clean Air Act, department heads at all City worksites are encouraged to implement this policy.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

RCW 70.94.521-555 – Transportation Demand Management

Chapter 15.01 Spokane Municipal Code – Commute Trip Reduction

4.0 DEFINITIONS

- 4.1 "Carpool" means a motor vehicle, including a motorcycle, which is occupied by two (2) to six (6) people of at least sixteen (16) years of age traveling together for their commute trip resulting in the reduction of a minimum of one motor vehicle commute trip.
- 4.2 "Commute trip" means trips made from a worker's home to a worksite during the peak period of 6:00 a.m. to 9:00 a.m. on weekdays
- 4.3 "CTR" means commute trip reduction.
- 4.4 "Compressed work week" means an alternative work schedule that allows a full-time employee to eliminate at least one (1) work day every two (2) weeks by working longer hours during the remaining days. This definition includes, but is not limited to:
- a. Four (4) – ten (10) hour shifts.
 - b. Eight (8) – nine (9)-hour shifts and one (1) – eight (8) hour shift in a bi-weekly pay period (hereinafter referred to as a 9/80 plan).
 - c. Four (4) – nine (9) hour shifts and one (1) four (4) hour telecommute shift.
 - d. Three (3) – twelve (12) hour shifts and one (1) – four (4) hour shift.
- 4.5 "Core Time" means the time during which the employee must be on the job unless leave has been approved. For example, assume that an office is open from 8:00 a.m. to 5:00 p.m. The department head may determine that all employees must be on the job from 9:00 a.m. until 11:30 a.m. and from 1:00 p.m. until 3:30 p.m. The hours from 9:00 a.m. to 11:30 a.m. and from 1 p.m. until 3:30 p.m. are the core hours or core time.
- 4.6 "Employee transportation coordinator (ETC)" means a person who is designated as responsible for the development, implementation, and monitoring of the City's CTR program.
- 4.7 "Flexwidth" means that period of time, as determined by the department head, during which the employees' hours of work are to be performed. For example, if an office is open from 8:00 a.m. to 5:00 p.m., the department

head may determine that the work may be performed up to two (2) hours before the start of the normal work day and must end no later than two (2) hours after the end of the normal work day. Thus, the flexwidth would be from 6:00 a.m. to 7:00 p.m.

- 4.8 "Flex Time" means an alternative work schedule that allows an employee to start work at a time other than 8:00 a.m. without altering the number of working hours per week. Hours of work must fall within the flexwidth hours as determined by the department head.
- 4.9 "Home" means an employee's place of residence or some other appropriate place.
- 4.10 "Preferential Parking" means parking spaces located close to offices or worksites for vanpools and carpools
- 4.11 "Single-Occupant Vehicle (SOV)" means a motor vehicle occupied by one (1) employee for commute purposes, including a motorcycle.
- 4.12 "Telecommuting" means working arrangements in which the work place is located at least part time at an alternate location, such as the employee's residence, or a satellite office located closer than the regular office to the employee's residence. A telephone may be the only equipment needed; however, in some cases employees may use special telecommunications equipment such as telephone answering devices, computers, and modems.
- 4.13 "Vanpool" means a vehicle occupied by five (5) to fifteen (15) people traveling together for their commute trip resulting in the reduction of a minimum of one (1) motor vehicle trip.
- 4.14 "Worksite" means a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way, and at which there are one hundred (100) or more full-time employees, who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays, for at least twelve (12) continuous months.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to encourage employees to reduce the number of single-occupant vehicles (SOV) that are driven to City qualified worksites.

5.2 The City's CTR program includes:

5.2.1 Compressed Work Week

Departments are encouraged to offer compressed work weeks when employees desire to work them and when the nature of their work is compatible with them. Represented employees may work a compressed workweek only after the schedule has been agreed to by the employee, the department, the employee's collective bargaining unit and the Human Resources Department and a memorandum of understanding, if required, has been signed.

5.2.2 Flex Time

Department heads are encouraged to review their staffing requirements to determine if flextime could be implemented for their department or for specific job functions within their department and to offer flextime options to employees filling those identified positions.

5.2.3 Guaranteed Ride Home

An employee registered in the City's CTR program is guaranteed a ride home when the employee commutes to work other than by means of a single occupant vehicle and has to return home by means of transportation other than originally planned by the employee. The employee may arrange to take a City fleet vehicle home; may ask another employee to take him/her home in a City fleet vehicle or the co-worker's personal vehicle; or the employee may take a taxi home.

5.2.4 Preferential Parking

Preferential parking is based on the premise that people prefer convenient parking and can be encouraged to rideshare if given this incentive. The City will provide preferential parking, when available, to employees who vanpool or carpool. When preferential parking places are limited, the first priority for those spaces shall be given to employees who vanpool.

5.2.5 Telecommute

Telecommuting arrangements, when appropriate and well planned, can provide many benefits. Any of these benefits are worthwhile reasons for City departments to establish telecommuting arrangements: commute trip reduction, accommodation of employee's personal needs, need for quiet time away from office interruptions, personal preference of the employee or to accommodate social distancing measures to minimize the spread of a declared pandemic or serious epidemic disease

- a. Use of telecommuting is encouraged in situations where the work is compatible with telecommuting and where it will work to the mutual benefit of the employees, the City of Spokane, and the City of Spokane's customers. Telecommuting work arrangements must be voluntary.
- b. This policy also applies in periods of pandemic illnesses or serious epidemic illnesses when so declared by the World Health Organization (WHO) and/or the Centers for Disease Control and Prevention (CDC) and when the Spokane Regional Health District has recommended social distancing measures to minimize the spread of the virus. However, in order to provide telecommute options in these cases, the employee's job tasks must be amenable to being performed by means of telecommuting.

5.3 The City further recognizes that the laws covering the subjects discussed in this policy are subject to revision by the appropriate legislative bodies or interpretation, by the Courts through judicial decisions. Should an interpretation or revision render any part of this policy invalid, the remainder of the policy will remain in full effect pending revision to address those areas invalidated.

6.0 PROCEDURE

6.1 Compressed Work Week

- 6.1.1 Departments shall consider and are encouraged to approve requests for compressed workweeks that still allow the employee to meet operational requirements.
- 6.1.2 Employees not exempt from the overtime provisions of the Fair Labor Standards Act shall be paid overtime only for those hours that exceed the specific scheduled work hours or work hours that are performed on a day of rest if required by contract.
- 6.1.3 Employees who work a 9/80 plan and are not exempt from the Fair Labor Standards Act shall have administrative workweeks constructed so that forty (40) hours fall in each administrative workweek. For example, an employee may request to work a 9/80 plan with every other Friday off. The employee works from 8:00 a.m. to 5:00 p.m. with an hour off for lunch from noon until 1:00 p.m. on the Friday the employee works. The employee's administrative biweekly work schedule looks like this:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	9	9	9	9	4 Noon 4			9	9	9	9	— Noon	

In this example, the employee's administrative workweek is from noon Friday until noon Friday. By designating the administrative workweek in this manner, forty (40) hours fall in each administrative workweek and no overtime liability accrues to the City.

6.2 Flex Time

- 6.2.1 Department heads should designate departmental flexwidth and core time. Flex Time schedules must meet both the core time hours and flexwidth requirements.
- 6.2.2 Employees wishing to have flexible starting or stopping times should request flextime from their department head.
- 6.2.3 Department heads who receive a request from an employee to work a flextime schedule will determine if the department's operational requirements are compatible with the requested flextime schedule.
- 6.2.4 Flextime schedules shall be prepared so that the City does not accrue any overtime liabilities with respect to the wording in the employee's collective bargaining agreement.

6.3 Guaranteed Ride Home

- 6.3.1 To be eligible for the guaranteed ride home program, the employee must have commuted to work that day by transportation means other than a single occupant vehicle and experience some exigency such as illness, an accident or illness of a family member, a requirement to work unexpected overtime, or some other equally compelling situation.
- 6.3.2 The Guaranteed Ride Home Program is not available to employees for non-compelling reasons, such as wishing to take off work early or to remain near their worksite.
- 6.3.3 The Guaranteed Ride Home Program shall normally be limited to four (4) times per employee per calendar year.
- 6.3.4 An employee meeting the eligibility for a guaranteed ride home should arrange for a ride home by the quickest and most convenient means available. When circumstances permit, a City

vehicle should be considered first, a co-worker's personal vehicle second and a taxi third.

6.3.5 A co-worker using his/her personal vehicle to take the employee home may arrange to be reimbursed for the mileage through the City's Accounting Department. The co-worker will not be charged leave for providing this service.

6.3.6 An employee taking a taxicab home must pay the driver and request reimbursement through the City's Accounting Department.

6.4 Preferential Parking

6.4.1 Preferential parking spaces for van poolers and car poolers shall be designated at the unpaved City parking lot adjacent to the 800 block of West Bridge Avenue; at the parking lot north of the Water and Hydroelectric Services Department complex at 914 East North Foothills Drive; and at the Solid Waste Management Department's parking lot east of the department's complex located at 1225 East Marietta Avenue.

6.4.2 If an employee works at a different location than those listed above, and is a member of a carpool or vanpool requests preferential parking, departments are encouraged to grant the request.

6.4.3 Commute trip reduction coordinators at the various work sites shall be responsible for assigning preferential parking spaces in accordance with this policy.

6.4.4 A rider in a vanpool or carpool shall be considered a rider for the full trip if that person rides more than half of the trip in the vanpool or carpool.

6.4.5 Once a parking space has been assigned, it will be removed only if all City employees leave the carpool or the carpool disbands.

6.4.6 Should a commute trip reduction coordinator receive a request for a preferred parking space and none is available, the coordinator will attempt to secure a space at no or a reduced cost for the new vanpool or carpool. If no space can be secured, the coordinator shall place the employee's name on a waiting list.

6.5 Telecommuting

6.5.1 The employee who will work at an alternate work place, the employee's supervisor, and the employee's department head must

all be in favor of the arrangement and must sign the employee telecommuting agreement. Any of these parties may terminate the telecommuting arrangement at any time, with reasonable notice. The telecommuting arrangements do not change salaries, benefits, hours of work, job responsibilities, sick leave, vacation leave, or other basic terms of employment.

6.5.2 All persons involved in telecommuting planning should understand that when an employee with telecommuting arrangements is working away from the office, the alternate work site becomes an official work place, and the employee is covered by workers compensation laws and procedures for work-related injuries as at any City work location. The alternate work site is that area in the home designated as the office.

6.5.3 Employees who will be working at least part time at an alternate work place on a regular basis over a period of time greater than one month must complete and sign a telecommuting agreement. The supervisor and department head must also sign the written agreement before the employee may begin a telecommuting assignment. The agreement also must be signed by the Human Resources, Risk Management and Information Technology Departments and the appropriate collective bargaining representative prior to the employee beginning a telecommuting assignment.

6.5.4 Employee Responsibilities.

- a. In order for telecommuting to be successful and cost effective, the employee must be responsible for establishing and maintaining safe and healthful working conditions at the work place when the work place is the employee's home. Each telecommuting employee will be given a safety checklist to be completed monthly and turned into the employee's supervisor (attached to agreement). The employee must be responsible for avoiding work that is not normally part of the job when working at the regular office, such as heavy lifting and for taking normal precautions to avoid accidents.
- b. The telecommuter must allow the supervisor and/or Risk Management and Information Technology departmental staff, if City equipment is used, to inspect the alternate work space to insure adequate health and safety conditions and to inspect City-owned equipment, with twenty-four (24)-hour notice or by mutual agreement.

- c. When working at home, the telecommuter is responsible for providing a work environment free of interruptions and distractions that would affect performance. The employee must make arrangements with other individuals in the household to establish a good work environment. Telecommuting is not a substitute for adequate dependent care; the employee is responsible for providing adequate care for dependents while the employee is working.
- d. The telecommuter must document time used for regular work and record personal interruptions as vacation, sick, or other leave as appropriate, as the employee would do if interrupted in the office.
- e. City of Spokane equipment must be used only for City business, not for personal use. Employees must only use properly licensed software for City of Spokane business, and must observe software license agreements. The employee must return City equipment and computer software when requested by the employee's supervisor, or upon the termination of the telecommuting agreement.

6.5.5 Telecommuting arrangements should be based upon an employee's history of demonstrated good performance. The supervisor must consider the nature of the employee's job and the employee's demonstrated performance in deciding whether or not to approve telecommuting arrangements for that employee.

6.5.6 Work performance standards must be established and met. The performance standards for employees working at an alternate work site should be equivalent to the standards used when the employees are working at the regular office. Procedures for clocking in and out or for maintaining hours when the employee will be available by telephone or computer may be established.

6.6 Resources.

- 6.6.1 The *Telecommuting Agreement* is available from the Forms link of the Human Resources intranet site.
- 6.6.2 The *CTR – Work Schedule Change Request Form* is available from the Forms link of the Human Resources intranet page.

7.0 RESPONSIBILITIES

The Human Resources Department, in conjunction with the City's Commute Trip Reduction Coordinator, is responsible for administering this policy and procedure.

8.0 APPENDICES

None

APPROVED BY:



City Attorney (Asst)

10-3-13


Date



Human Resources Director

10.8.13

Date



City Administrator

10/9/13

Date