



Effective: October 1, 2008

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Policy

See Also:
RCW 70.94.521-551

Approved by:

POL-### Reducing Employee Commute Distance and Time

In order to reduce energy usage and traffic congestion, the Department of Archaeology and Historic Preservation (DAHP) has implemented the following strategies.

1. DAHP Will Support the Following CTR Strategies

- Compressed Work Weeks
- Telecommuting
- Alternative forms of transportation, including walking, biking, carpools, vanpools and all modes of public transportation.

2. DAHP Employees Will Follow a 4/10 Workweek

In order to save energy resources and reduce costs of maintaining office facilities, DAHP employees will follow a "4/10 workweek".

- Staff will work 10 hours each day Monday through Thursday.
- Core office hours will be 6:00 a.m. to 6:00 p.m.
- The office will be closed on Fridays.
- Any employee who demonstrates that a 4/10 workweek is a personal burden will be allowed to work a 5/8 workweek; the employee will work 8 hours Monday through Friday, but must telecommute on Friday as the office is closed.
- Any other schedule must be approved by the Director of DAHP in advance.
- Employees choosing to telecommute must sign a Telecommuting Agreement (see POL###).

3. Employees May Choose to Telecommute

When appropriate and upon authorization, DAHP allows employees to telecommute any day of the week. Employees choosing to telecommute must sign a Telecommuting Agreement (See POL-###).

5. DAHP Will Appoint an Employee Transportation Coordinator (ETC)

This employee will be in charge of administering and promoting all commute trip reduction programs.

4. DAHP Will Provide a STAR Pass for Each Employee

Employees may use the STAR pass to:

- Ride any Intercity Transit Bus in Thurston County for free, including the Olympia Express from Pierce County.
- Be Eligible for Subsidies for commuter routes to Thurston County from Pierce, Mason, and Grays Harbor Counties.

Please see the ETC for information on subsidies for bus service outside Thurston County.

6. DAHP Pays a Subsidy for Consistent Use of Alternative Modes of Transportation

To take advantage of this incentive, employees must meet the following qualifications to receive a \$1.00 per trip (up to \$2.00 per day) commute subsidy, paid to the employee on a quarterly basis:

- Use of alternative modes of transportation (walking, bicycling, bus/train, and vanpool/carpool) for at least 60% of each month's commute related trips from home to DAHP offices.
- Using alternatives modes of transportation for at least 50% of the mileage for each trip.
- Signing up and filling out a quarterly calendar documenting use of alternatives modes of transportation.

Sign up sheets and calendars are available from DAHP's ETC.

7. DAHP Can Alter/Suspend CTR Subsidies at Any Time

DAHP reserves the right to alter or end the subsidy program at any time.