

# **Report to the Governor**

## **Executive Order 01-03**

### **Telework and Flexible Work Hours Program**

#### **Report 1, December 2001: Baseline**

Executive Order 01-03 was signed on June 5, 2001 and directed the Interagency Task Force (ITF) for Commute Trip Reduction to establish guidelines for telework and flexible work hours policies. The ITF adopted the guidelines on September 27, 2001. Agencies have until April 30, 2002 to submit their telework and flexible work hours policies to the Departments of General Administration and Personnel. The guidelines and other information are available on both the GA and Inside Washington websites.

Twenty-three agencies, eight colleges and universities, three employee unions, Intercity Transit, and two telework professionals participated in the guideline development process that was chaired and staffed by the Department of General Administration. Three committees worked over the summer on various guideline elements: data collection, technology, and overall policy. (See Attachment A)

#### **CTR Survey Results**

The Executive Order set goals that 9 percent of state employees would be teleworking and 35 percent on compressed workweek schedules by 2006. The goals are to be measured using the CTR surveys administered to state worksites affected by the CTR law.

The 1999 Commute Trip Reduction (CTR) Surveys indicated that 4.5 percent of employees at state CTR worksites teleworked (including colleges and universities, but not the UW) and 23.27 percent of those surveyed were on a compressed workweek schedule. For comparison, in 1999 for all CTR employers (public and private) 4.35 percent of those surveyed teleworked and 16.51 percent were on compressed workweek schedules. The data, compiled by WSDOT, excludes the University of Washington and the Boeing Company.

The 2001 CTR Surveys indicate that 4.30 percent of employees at state CTR worksites teleworked and 23.41 percent were on a compressed workweek schedule. This compares to 4.29 percent teleworkers and 17.84 percent on compressed workweek schedules for all employers excluding the University of Washington and the Boeing Company. (See Attachment B)

#### **Agencies with Adopted Policies**

In late June, a memo from Marsha Tadano Long was sent to all agencies, boards, commissions and institutions of higher education. Each was asked to provide a contact name and copies of adopted telework and/or flexible work hours policies. Fifty-one agencies (25 CTR affected) and 20 institutions of higher education (13 CTR affected) responded. (See Attachment C)

#### **◇ 25 CTR Affected Agencies**

- 17 have adopted both policies
- 1 has an adopted telework policy
- 2 have adopted flexible work hours policies
- 5 have no adopted policies

- ◇ **26 Non-CTR Agencies**
  - 10 have adopted both policies
  - 1 has an adopted telework policy
  - 4 have adopted flexible work hours policies
  - 11 have no adopted policies
- ◇ **13 CTR Affected Institutions of Higher Education**
  - 3 have adopted both policies
  - 4 have adopted telework policies
  - 6 have no adopted policies
- ◇ **7 Non-CTR Institutions of Higher Education**
  - 1 has adopted both policies
  - 1 has an adopted telework policy
  - 1 has an adopted flexible work hours policy
  - 4 have no adopted policies

### **Training**

The ITF recognized the need for training, presentations, and/or briefings to management and employees as well as materials and tools to assist with the development and implementation of telework and flexible work hours programs.

A survey among the ITF members showed that briefings to management teams are the highest priority. Tele-Manager training was second and agency briefings are third. Providing train-the-trainer training is a priority for the larger agencies.

Currently, limited telework training is available through the Seattle Chamber of Commerce's Commuter Challenge program in Seattle. Training through DOP and the WSU Energy Program is currently not funded. However, there is a series of video kits for telework that will be available for agencies to purchase. In addition, agencies will be provided free copies of *The Managers Guide to Compressed Workweeks and Flextime*.

### **Other Information**

Three articles about the Executive Order and guidelines were published in the Bureau of National Affairs. Two articles in June described the Executive Order, and, in October, the article featured information about the guidelines.

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## **Attachment A**

### **Members of Interagency Task Force**

#### **State Agencies**

Departments of

- Ecology
- Employment Security
- General Administration, Chair
- Information Services
- Labor and Industries
- Licensing
- Natural Resources
- Personnel
- Retirement Systems
- Social and Health Services
- Transportation

Lottery

Military Department

Office of Community Development

Office of Financial Management

#### **Higher Education**

Clark College

Eastern Washington University

Seattle Area Community Colleges

University of Washington

#### **Ad Hoc**

Intercity Transit

IFPTE, Local 17

WPEA

WFSE

#### **Other Participants**

Council of Presidents

Criminal Justice Training Center

Health Care Authority

Liquor Control Board

Office of the Attorney General

OWMBE

Washington Historical Society

Veterans Affairs

Central Washington University

The Evergreen State College

Washington State University

Western Washington University

#### **Consultants**

Commuter Challenge (Seattle)

WSU Extension Office (Olympia)

## Attachment B

### CTR Survey Year 1999

#### State Agencies – including Colleges/Universities excluding UW

#people responded to the survey	25,441	
#people reported teleworking	1,166	4.50%
#people reported compressed work week (CWW)	5,922	23.27%

#### State Agencies – excluding Colleges/Universities

#people responded to the survey	20,333	
#people reported teleworking	931	4.58%
#people reported CWW	5,366	26.39%

#### Only Colleges/Universities – excluding UW

#people responded to the survey	5,108	
#people reported teleworking	235	4.60%
#people reported CWW	556	10.88%

#### All Employers – excluding UW and Boeing

#people responded to the survey	258,115	
#people reported teleworking	11,227	4.35%
#people reported CWW	42,613	16.51%

### CTR Survey Year 2001

#### State Agencies - including Colleges/Universities excluding UW

#people responded to the survey	27,727	
#people reported teleworking	1,217	4.30%
#people reported CWW	6,490	23.41%

#### State Agencies - excluding College/Universities

#people responded to the survey	22,191	
#people reported teleworking	893	3.78%
#people reported CWW	5,941	26.77%

#### Colleges/Universities – excluding UW

#people responded to the survey	5,536	
#people reported teleworking	324	5.85%
#people reported CWW	549	9.92%

#### All Employers – excluding UW and Boeing

#people responded to the survey	240,217	
#people reported teleworking	10,305	4.29%
#people reported CWW	42,846	17.84%

**Attachment C**  
**Agencies Reporting Adopted Policies – June 2001**

**CTR Agencies** (agencies with at least one worksite with 100 or more employees)

◇ **Adopted Both Policies**

Department of Agriculture	Department of Licensing
Office of the Attorney General	Parks and Recreation Commission
Department of Ecology	Department of Personnel
Department of Employment Security	Department of Revenue
Department of General Administration	Utilities & Transportation Commission
Department of Health	Veterans Affairs
Office of Insurance Commissioner	Washington State Patrol
Office of Financial Management	Washington State Department of
Labor and Industries	Transportation

◇ **Adopted Telework Policy Only**

DSHS

◇ **Adopted Flexible Work Hours Only**

Gambling Commission  
Department of Retirement Systems

◇ **No Adopted Policies**

Office of Community Development  
Health Care Authority  
Information Services  
Liquor Control Board  
Military Department

**Non-CTR Agencies** (agencies with fewer than 100 employees in a single worksite)

◇ **Adopted Both Policies**

Board of Accountancy	Legislative Service Center
County Roads Administrative Board	Lottery
State Board for Community & Technical Colleges	Public Works Board
Department of Financial Institutions	Sentencing Guidelines Commission
Higher Education Coordinating Board	Department of Services for the Blind

◇ **Adopted Telework Policy Only**

Personnel Appeals Board

◇ **Adopted Flexible Work Hours Only**

Office of Administrative Hearings  
Pollution Liability Insurance  
Traffic Safety Commission  
Office of State Treasurer

◇ **No Adopted Policies**

Arts Commission  
Caseload Forecast Council  
Criminal Justice Training Center  
Environmental Hearings Office  
Board for Volunteer Firefighters  
Horse Racing Commission

Human Rights Commission  
Legislative Transportation Committee  
Department of Printing  
Public Disclosure Commission  
School Directors Association

**CTR Institutions of Higher Education** (at least 100 staff and in a county affected by the CTR law)

◇ **Adopted Both Policies**

Clark College  
University of Washington  
Washington State University

◇ **Adopted Telework Policy Only**

Edmonds Community College  
Everett Community College  
Pierce College  
Western Washington University

◇ **No Adopted Policies**

Bellevue CC  
Highline CC  
Renton Tech  
Seattle CC District  
Tacoma CC  
Whatcom CC

**Non-CTR Institutions of Higher Education** (fewer than 100 staff and/or not located in a county affected by the CTR law)

◇ **Adopted Both Policies**

Cascadia Community College

◇ **Adopted Telework Policy Only**

Peninsula College

◇ **Adopted Flexible Work Hours Only**

South Puget Sound Community College

◇ **No Adopted Policies**

Central Washington University  
Lower Columbia College  
Walla Walla Community College  
Wenatchee Valley College