



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

EXECUTIVE ORDER 14-02

**EXPANDING TELEWORK AND FLEXIBLE WORK HOURS
PROGRAMS TO HELP REDUCE TRAFFIC CONGESTION
AND IMPROVE QUALITY OF LIFE**

WHEREAS, traffic congestion is a major problem in many of Washington's larger metropolitan areas;

WHEREAS, the Department of Transportation's *2012 State Agency Commute Trip Reduction Program Report* recognizes telework and flexible work hours as cost-effective components in reducing traffic congestion and has recommended that state government take a leadership role in adopting programs for state agencies;

WHEREAS, the federal government encouraged telework in the 2010 Telework Enhancement Act;

WHEREAS, the 1991 Legislature adopted Washington State's Commute Trip Reduction law and incorporated it into the Washington Clean Air Act as a way to reduce air pollution, congestion, and energy consumption;

WHEREAS, Results Washington outcome measure 3.2 of Goal 2: Prosperous Economy supports an increase in the percentage of Washingtonians using alternative transportation commute methods;

WHEREAS, RCW 70.94.547 directs the State and its agencies to take a leadership role and aggressively develop substantive programs to reduce commute trips by state employees;

WHEREAS, Results Washington outcome measure 1.2 of Goal 5: Effective, Efficient and Accountable Government encourages Washington to improve as an employer of choice.

WHEREAS, telework and flexible work hour studies have shown that employers enjoy economic and organizational benefits resulting from increased employee productivity and morale, reduced use of employee sick leave, reduced hiring and training costs, and reduced office space and parking needs;

WHEREAS, Results Washington outcome measure 1.1 of Goal 3: Sustainable Energy and a Clean Environment aims to reduce transportation-related greenhouse gas emissions;

WHEREAS, telework and flexible work hours are valuable tools for reducing commute trips, eliminating tons of pollutants from release into the atmosphere, and saving energy by reducing gasoline consumption;

WHEREAS, telework and flexible work hours provide state agencies and employees work options to keep state government operating during emergencies such as natural disasters; and

WHEREAS, the accomplishments made by Washington state employees in reducing the number of single-occupant vehicle trips, and other commute trip reduction efforts, demonstrate the potential and importance to further these efforts, setting a positive example and providing best practices for our State's employers—large and small.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, by virtue of the power vested in me by the Constitution and statutes of the state of Washington, do hereby reaffirm and expand the Washington State Telework and Flexible Work Hours Program, and direct the following actions:

1. Each agency shall maintain and implement a written policy that defines specific criteria and procedures for telework and flexible work hours.
2. The policy shall require the agency to consider an employee's request to telework or to work flexible hours in relation to the objectives of this Executive Order and the agency's operating, business, and customer needs.
3. Currently 6.8 percent of state employees participating in agency commute trip reduction programs telework; and 29 percent have flexible work hours (2011 Commute Trip Reduction (CTR) Survey). The goal shall be that by 2017, an average of at least nine percent of all state employees across all agencies will be teleworking and at least 40 percent of all state employees will be using flexible work hours. The results from the 2015 and 2017 CTR surveys from worksites participating in the state's CTR program will be used as the indicator of state employees' telework and flexible work-hour usage.
4. Agencies shall provide the Department of Transportation Commute Trip Reduction Program and the Department of Enterprise Services (DES) with a copy of their written policies. DES will maintain the policies on file for the purposes of data collection and to share best practices with other agencies and employers.
5. DES, in consultation with the Washington State Agency Commute Trip Reduction Program in the Washington State Department of Transportation, shall provide a biennial report to the Office of the Governor. The report shall include the following information, supported by data collection methods established by the Interagency Task Force:
 - a. Number of agencies participating in telework and flexible work hours programs.
 - b. Number of employees teleworking.
 - c. Number of employees working a compressed work week.
 - d. Summary and effectiveness of efforts made by agencies to promote and encourage telework and flexible work hours, including successes and barriers.
 - e. Other information that may be requested by the Office of the Governor.

For purposes of this Executive Order, the following definitions apply:

- “Agency” means state agency, board, commission, or institution of higher education.
- “Telework” means to work from the employee's home or from an office near the employee's home, rather than from the principal place of employment at least once every two weeks resulting in fewer commute trips by the employee.
- “Flexible work hours” includes both the compressed workweek and flextime.

- “Compressed workweek” means an alternative work schedule that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee.
- “Flextime” means a fixed work schedule whereby an employee is permitted some flexibility in choosing his or her starting and ending time outside of the agency's normal work hours. Flextime is allowable under RCW 41.04.390.

Provisions of this Executive Order are not intended to alter any existing collective bargaining agreements.

This executive order shall take effect immediately and supersedes Executive Order 01-03.

Signed and sealed with the official seal of the state of Washington on this 3rd day of March, 2014, at Olympia, Washington.

By:

/s/

Jay Inslee
Governor

BY THE GOVERNOR:

/s/

Secretary of State