

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

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10.01 Purpose

It is the policy of the City to comply with the state Commute Trip Reduction law, reduce carbon emissions that impact climate change and to provide a financial incentive to employees to encourage the reduction of carbon emissions and the use of alternatives other than single occupant vehicles (SOV) for transportation to primary or alternate work sites.

10.02 Reference

Tumwater Municipal Code 16.34 and RCW 70.94.527.

10.03 Definitions

- 10.03.01 “Carpool” – a motor vehicle occupied by two to six people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.
- 10.03.02 “Commute Trip” – trips made from a worker’s home to a worksite for a regularly scheduled work day beginning between 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.
- 10.03.03 “Flex Day” – a day off achieved by compressing the workweek into a shorter week by working longer hours such as four 10-hour days or working 80 hours in nine days.
- 10.03.04 “Non-SOV” – a means of transportation other than that in which the single occupant motor vehicle is the dominant mode. This can include public transportation, carpooling, walking or bicycling but does not include telecommuting or a “flex” day for the purpose of this policy.
- 10.03.05 “Single Occupant Vehicle” – a motor vehicle occupied by one employee for commute purposes, including a motorcycle.
- 10.03.06 “Vanpool” – a vehicle occupied by seven to fifteen people traveling together for their commute trip that results in the elimination of at least one motor vehicle commute trip.

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10.04 Policy

- 10.04.01 A financial incentive shall be established that encourages the use of commute modes other than the single occupant vehicle by employees of the City of Tumwater.
- 10.04.02 Employees become eligible to receive the incentive after choosing a non-SOV commute mode a minimum number of times over a set period of time.
- 10.04.03 A financial incentive is available for employees who purchase or lease battery electric vehicles or BEV, as defined by the US Department of Transportation – or comparable zero emission vehicles, up to \$720 for the year purchased. Plug-in hybrid electric vehicles or PHEV (as defined by US DOT) are eligible for up to \$360. Such funding is subject to available budget and will be limited. This incentive is not retroactive. Employees who receive this incentive are ineligible for other CTR incentives during the same year.

10.05 Procedures

- 10.05.01 Who is eligible for the incentive? All regular-status employees.
- 10.05.02 What is the incentive amount? The amount varies depending upon the frequency of non-SOV commutes to work during a calendar month.
- 10.05.03
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|-------------|------|
| 4-6 days: | \$20 |
| 7-8 days: | \$30 |
| 9-10 days: | \$40 |
| 11-12 days: | \$50 |
| 13+ days: | \$60 |
- 10.05.04 How do I sign up for the program?
- a) To participate in the program, you need to complete an enrollment form. An enrollment form can be obtained from the City’s Employee Transportation Coordinator (ETC). The ETC must receive the enrollment form before you can be eligible for the incentive program. Retroactive enrollment is not allowed.
- b) To continue to be eligible for the program, you must have qualified for, and received, a CTR incentive at least one

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month in any consecutive 12 month period. Before you are removed from the program, you will be notified in writing by the Employee Transportation Coordinator (ETC).

- c) If you have lost your eligibility for the program due to lack of participation, you can sign up to re-enroll at any time.
- d) To receive an incentive for purchasing or leasing of a BEV or PHEV, the employee must provide proof of purchase or lease and the request must be made in the same year as the purchase beginning in 2023. Employees are eligible for BEV or PHEV incentive every three years.

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10.05 Procedures

- 10.05.05 How do I file for my incentive?
a) Once enrolled in the program, you will clearly identify the number of times in the month you used a non-SOV commute mode on your timesheet in order to qualify for the incentive. If timesheets are due before the end of the month you must make a reasonable assumption as to which of the days between timesheet deadline and the end of the month will be non-SOV commute days.
- 10.05.06 When do I get paid my incentive money? You will receive your incentive pay in your regular paycheck. Payments you receive under this policy are subject to income and payroll taxes.
- 10.05.07 What types of alternative commute modes qualify? To qualify for the incentive payment you must commute *to work* using a method other than a single occupant vehicle. You must actually report to work the day for which you claim the incentive.
- 10.05.08 I drove an SOV to work but got home via a non-SOV mode, does that count? No, only the trip TO work counts for a qualifying commute for purposes of this policy.
- 10.05.09 I drove an SOV to work, drove home at lunch, and walked or bicycled back to work after lunch, does that count? In order to be eligible for the incentive the employee must use a non-SOV mode for the entire business day (to and from work and over lunch).
- 10.05.10 I purchased a battery electric SOV or plug-in hybrid, does that mean I'm eligible for an incentive? Employees that purchase or lease a BEV or PHEV are eligible for the one time incentive for the vehicle purchase or lease for that year. They are not eligible for additional incentives under the program until the next calendar year.
- 10.05.11 Does my "flex" day count as a non-SOV day? Not for purposes of this incentive plan. Nor do vacation, sick, or other days off count. If you are required by your supervisor to work on your flex day, then you can count that day if you use a non-SOV commute mode.
- 10.05.12 I work weekends, do Saturdays and Sundays count? Yes, if you are scheduled and report to work between 6:00 a.m. and 9:00 a.m. on Saturday or Sunday and use a non-SOV mode to commute to work, you can count that trip toward the incentive program. If you are not required by your supervisor to work and choose to

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work on a day off, that day does not count as a non-SOV day regardless of your commute mode.

10.05.13 I work for the Fire Department and my schedule is different. Can I still participate? Yes, the CTR schedule for employees that work 24 hour shifts is as follows:

1 shift:	\$10
2 shifts:	\$20
3 shifts:	\$30
4 shifts:	\$40
5 shifts:	\$50

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- 10.05.14 I'm going to (or at) a conference/class/training, does that qualify? If you are attending a conference that starts between 6:00 a.m. and 9:00 a.m. on a regularly scheduled work day, your mode of transportation getting to the conference, class, or training will determine if the trip qualifies. If you are traveling by airplane, your mode of getting to the airport will determine if the conference, class or training qualifies. If going by car, the trip only qualifies as a commute if you are traveling to the site from home. If you are staying in a hotel, the mode of transportation you use from the hotel to the event site does not constitute a commute.
- 10.05.15 I have a City vehicle assigned to me that I drive to/from work, do I qualify? Depends, driving your City-assigned vehicle as a single occupant is still a single occupant vehicle. Your ability to transport passengers is subject to the City's Operating Policies, Section 8: vehicle usage.
- 10.05.16 Does taking my child to school/daycare count? To qualify for the program, your trip must be a non-SOV mode. To qualify as a non-SOV commute, at least one other person in the car with you must be at least 16 years of age, and that person needs to be in the car with you for at least 50% of your commute.
- 10.05.17 Does taking my spouse/domestic partner/friend to work count? As long as the commute takes a vehicle trip from the roadway, the identity of the passenger does not matter, but they are subject to the minimum age requirement of 16 in order to be a non-SOV commute.
- 10.05.18 My carpool is with another City of Tumwater employee, who gets the incentive pay? Potentially, both employees. As long as both carpoolers otherwise qualify (50+% of trip, regular-status employee, etc.) both employees can claim the trip as a qualifying carpool commute.
- 10.05.19 My spouse/domestic partner/friend does not have a driver's license or car, does it still count? As long as that person could possess a driver's license or could own a car (regardless of their reasons for not having a driver's license or car), then the commute counts as a non-SOV trip.

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- 10.05.20 I carpooled/vanpooled to work and now I need to leave work due to an emergency, what do I do? The City recognizes that certain emergency situations (illness, family emergency, acts of nature, etc.) will occur. An employee in this situation is encouraged to talk to their supervisor to find out what alternatives there may be for transportation home. If the employee is the driver of the carpool or vanpool, he or she will want to contact the passengers of the vehicle and/or follow pre-arranged protocols. If the employee is a passenger of the carpool or vanpool, another staff member may be able to take the employee home in a personal vehicle. Other options include the bus or a taxi, at the employee's expense. If the City employee is the passenger of a carpool or vanpool that must leave early due to an emergency, the employee may be granted up to one and one-half hour of paid administrative leave, similar to tardiness leave due to inclement weather as provided for in City Personnel Policies, Section 6. Absences beyond one and one-half hour will be as provided for under the City's inclement weather/disruptions of transportation system policy in Personnel Policy Section 6. If such absences or emergency situations become so numerous as to significantly affect the operations of the employee's department, the supervisor reserves the right to handle the issue as an attendance matter as provided for under City Personnel Policies.
- 10.05.21 How many miles must I travel? There is no minimum mileage amount to qualify. However, you must travel via a non-SOV mode for a full day to count the day.
- 10.05.22 How are my miles determined? Your total miles for purposes of determining your trip percentage pursuant to the preceding paragraph is calculated based on the most reasonable route a prudent person would take.
- 10.05.23 Who verifies that I really had a non-SOV commute? When your supervisor signs your timesheet he/she is verifying that all information on the timesheet is accurate. If someone believes that another individual is receiving an incentive and doesn't qualify for it, they should report the apparent discrepancy to the City's Employee Transportation Coordinator (ETC).

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- 10.05.24 Disputes/Appeals. The ETC is responsible for investigating claims of misuse of the program. If an employee feels that he/she should be allowed to receive the incentive under this policy and the ETC has determined that the individual does not qualify, the employee may appeal the decision to the Administrative Services Director. The decision of the Administrative Services Director is final.
- 10.05.25 Telecommuting. Employees with telework or remote work schedules are not eligible for the CTR incentive on days that they are working remotely.
- 10.05.26 Misuse/Abuse: An employee who is found to be willfully misusing the program and, therefore, falsifying his/her timesheet may be subject to disciplinary action provided for in the City's Personnel Policies, Section 4.
- 10.05.27 How long will this program continue? This program is implemented as a pilot project. It will be evaluated annually for its effects towards helping the City of Tumwater achieve the state's Commute Trip Reduction goals.
- 10.05.28 Severability. The City reserves the right to terminate this program at any time after giving affected employees 30 days advance written notice.