



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Commute Options</b>	<b>EFFECTIVE DATE:</b> January 15, 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> August 2021
<b>CATEGORY: 200</b> <b>POLICY NUMBER: 200.7</b>	<b>CROSS REFERENCE: Telework Policy 200.15</b>

**Purpose:** To provide employees with alternative forms of transportation and workweeks in support of the Department of Environmental Quality's Employee Commute Options rule.

### Definitions

**Environmental Commute Options (ECO) Rule:** A regulation established by the State of Oregon Department of Environmental Quality to assist in positively contributing to the air quality of the Portland Metro area by encouraging the reduction of single occupancy commute trips made to the workplace.

**Objective:** To reduce the number of single occupancy trips that employees make to and from work.

**Scope:** All employees.

**Policy:** Employees are provided with options for the use of alternative transportation and alternative workweeks.

**Biking and /or walking to work:** Each building, except for the library, has a shower facility, which enables walkers and bicyclists the opportunity to prepare for work after their commute.

**Carpooling:** Carpooling allows employees to share the commute with another employee from the City of Milwaukie or from a nearby organization.

**Compressed Work Schedule:** A compressed work schedule is defined as a workweek schedule which permits employees to complete their usual number of working hours in fewer days per pay period. A compressed workweek results in fewer commuting days.

- Under a 4/40 schedule, employees work their usual number of weekly hours in consecutive four (4) days and are off the 5<sup>th</sup> day.
- Employees on a 9/80 schedule, work their usual number of hours in a two-week pay period in nine (9) days rather than ten (10) days.
- The City will use compressed work schedules in situations where it will work to the mutual benefit of employees, the City, and the City's customers. Compressed work schedules may be discontinued at any time, with reasonable advance notice (at least 10 days), at the sole discretion of the City.

**Public Transportation:** The City Hall, Library and Public Safety Building are situated on bus lines. Schedules are available at no cost at City Hall and the Public Safety Building. Bus tickets are made available to employees who wish to use public transportation to attend a work-related meeting. Schedules for public transportation are also available on the Tri -Met website at [www.tri-met.org](http://www.tri-met.org).

**Telecommuting:** See Telework Policy 200.15

## **Responsibilities**

### Employee:

- To consider alternative forms of transportation when available.
- To complete any required survey instrument of commute habits.

### Supervisors:

- To review any workweek schedule change requests received by an employee.

### Human Resources:

- To periodically remind employees of commute options. To distribute and collect commute options surveys as required by the Oregon DEQ.