

# Commute Trip Reduction Program Requirements for Classification of Remote Workers

May 2021

## **Purpose**

The purpose of this document is to provide CTR jurisdictions guidance on how to respond to worksites that have increased their number of full-time remote workers.

## **Background**

Some employers have asked if full-time remote workers (i.e., workers who do not and/or cannot physically commute to the office) should be counted towards the CTR-affected population for the worksite.

## **Guidance**

For the 2021-23 survey cycle, the program will continue the long-standing practice of treating full-time remote workers as CTR-affected.

During that period, we will collect more data to better understand sustained levels of remote work. Before the 2023-25 survey cycle, the TDM Technical Committee will use that information to assess necessary updates to how full-time remote workers are classified under the CTR program.

## **Additional CTR Program Updates**

It's important to keep in mind that the CTR survey is currently being updated and, in response to legislation, the TDM Technical Committee may recommend comprehensive CTR program changes to the legislature by October 1, 2021.

## **Relevant CTR RCW definitions**

[70A.15.4010](#)

CTR-affected employee: a full-time (32 hrs. or more) employee who begins his/her shift between 6am-9am and is anticipated to be employed for at least twelve continuous months.

Major employer: a private or public employer, including state agencies, that employs one hundred or more CTR-affected employees.

Major worksites: a building or group of buildings that are on physically contiguous parcels of land or on parcels separated solely by private or public roadways or right-of-way and that are used by a "major employer" as defined above.