

CTR Telework and Remote Work Policy

Teleworkers are CTR-affected and a small group, called remote workers, are non-affected for the purposes of CTR. This policy is in addition to the existing CTR law requirements of affected employees being full-time, making workday commutes during peak hours, and being employed for twelve or more continuous months.

Approved policy

- Employees who telework full-time, part-time, or occasionally are CTR-affected.
- Remote workers are not CTR-affected if they meet all four of the following requirements:
 - work from home or a site near home, and
 - come to the worksite once per year or less, and
 - live more than 150 miles from their worksites, and
 - do not work at a state agency in Lacey, Olympia, or Tumwater.

Situation

Remote work opportunities led to some employees living too far away to make a physical commute. Employers questioned whether these employees should count towards their status as being CTR-affected.

Implementers asked for clearer and more complete state guidance.

Some CTR implementers have local ordinances, policies, or practices that differ from other jurisdictions and state policies and practices.

The survey tool captures commute distance for each employee and can be used to alert jurisdictional implementers when there are enough employees meeting the 150-plus mile requirement that a worksite might be below the 100-person threshold for CTR-affected status. The implementer and employee transportation coordinator will then need to verify if those employees meet the remaining criteria to be considered remote workers.

Background

In 2020, WSDOT told CTR implementers to continue to treat full-time remote workers as standard employees, even if they lived too far away to commute daily. WSDOT wanted to see the long-term effects of COVID on commutes before they made any decisions about potentially reclassifying those workers and worksites.

In May 2021, WSDOT provided temporary guidance with a promise to update it for 2023-2025 CTR contracts. See attached WSDOT letter: Commute Trip Reduction Program Guidance for Classification of Remote Workers, May 2021.

Assessment

Telework supports CTR performance by eliminating commute trips. It is valuable for the CTR Program to continue encouraging telework and measuring its effect on transportation system performance and greenhouse gas emissions reduction. This reasoning guided the development of these recommended policy changes.

WSDOT staff considered it reasonable to exclude a small group of teleworkers who, due to distance, are essentially incapable of commuting daily.

Our intent is to support telework as an alternative to physical commutes (when they are possible), streamline program administration, and focus program resources on people who offer a higher potential return on investment.

The development of this policy also led to the confirmation of the following:

- Employee capacity (e.g., number of seats or workstations) is not considered when determining CTR-affected status for a worksite.
- Worksites are not considered affected, if they do not have a physical address because employees cannot make a physical commute.
- Home addresses are considered personally identifiable information.
- Remote workers at state agencies are not impacted by this policy because they are CTR-affected under SB6088 regardless of number of employees at the worksite.

Contact

Sylvia Crum
Sylvia.Crum@wsdot.wa.gov

Attachment: CTR Program Guidance for the Classification of Remote Workers, May 2021

Commute Trip Reduction Program Guidance 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.