

POLICY

See also: [RCW 70A.15.4060 \(2\)](#),
[TDM Technical Committee meeting minutes July 13, 2023](#), [Commuter Trip Reduction Program Requirements for Classification of Remote Workers \(May 2021\)](#)

Approved by: Transportation Demand Management (TDM) Technical Committee

POL-904 CTR TELEWORK AND REMOTE WORK POLICY

This policy applies to all those who hold a CTR contract for the 2023-2025 biennium.

Employees who telework full-time, part-time, or occasionally are considered 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.
- Come to the worksite once per year or less.
- Live more than 150 miles from their worksites.
- Do not work at a state agency in Lacey, Olympia, or Tumwater.