

ARTICLE 24
USE OF PRIVATELY-OWNED AND STATE VEHICLES, COMMUTE
TRIP REDUCTION, AND DUTY STATION(S)

24.1 Employees are responsible for providing their own transportation between their home and duty station or field site. The Employer shall make a good faith effort, subject to the agency’s operating, business and customer service needs, to meet the commute trip reduction goals identified in [RCW 70A.15](#) – Washington Clean Air Act and, where applicable, Executive Order 16-07.

24.2 The Employer may authorize an employee to take a state vehicle home, in accordance with Office of Financial Management regulations. Employees will report their taxable commute to payroll as necessary in order to comply with applicable Internal Revenue Service (IRS) regulations regarding the use of state vehicles.

24.3 Employees shall be notified upon hire of the necessity to use their privately-owned vehicle for state business, if such use is on a regular/frequent basis. The Employer agrees to compensate employees in accordance with agency policy/procedure and OFM regulations for the use of their privately-owned vehicle in the state’s interest.

24.4 Agencies may provide commute trip reduction incentives consistent with agency policies and within available resources.

24.5 Duty Stations

All bargaining unit employees, except WSP and DOL, will be assigned an official duty station ~~in accordance with OFM travel regulations~~ as defined in the State Administrative and Accounting Manual (SAAM). If the official duty station is changed, the employee will be given a fifteen (15) day notice, or a shorter notification period if the employee agrees. If reassignment of an official duty station results in a commute in excess of thirty (30) miles in addition to the current

commute, the employee may exercise their rights under Article 35, Layoff and Recall, unless the reassignment is the result of a disciplinary demotion.

24.6 All Employees with King, Pierce, or Snohomish County Duty Stations

A. All benefit eligible bargaining unit employees assigned to an official duty station in King, Pierce or Snohomish Counties will receive a card for travel on public transportation known as a "One Regional Card for All," otherwise known as an ORCA card. Travel via ferry is specifically excluded from this benefit.

B. All benefit eligible bargaining unit employees assigned to an official duty station in King, Pierce or Snohomish Counties that participate in a Van Pool through the ORCA program will be subsidized in accordance with the WSDOT's state worker vanpool benefit program.

24.7 Employee Teleworking

The parties agree that teleworking can improve employee morale, reduce climate change, and create efficiencies for both the Employer and employee.

The Employer will maintain teleworking policies and procedures, which define telework and describe the processes to be utilized by the employee and Employer to initiate and agree to a teleworking plan.

The Employer will document and maintain approved telework requests on an agency telework agreement. Employees denied telework shall be provided the reasons in writing. Requests for telework will not be arbitrarily denied.

The Employer will respond to an employee's request to telework within fourteen (14) calendar days of the request.

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1 ~~Upon an employee’s request, the agency will provide written guidance and~~
2 ~~expectations to them about telework eligibility or ineligibility. Telework is defined~~
3 ~~per agency policy.~~