

CHAPTER: 500

Personnel/Human Resources

DEPARTMENT ORDER:

520 – Employee Travel Reduction

**OFFICE OF PRIMARY
RESPONSIBILITY:**

**DIR
OPS**

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Department Order Manual





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PURPOSE

This Department Order establishes a comprehensive employee travel reduction program to comply with air quality regulations, administrative rules, other state and federal laws and any special air quality programs implemented by the Governor's office or other governmental agency.

APPLICABILITY

This Department Order is applicable to all Department employees. Contract Beds located in Phoenix or Tucson or who have employees who work within the city limits of Phoenix or Tucson are required to participate in adjusted work hour programs in accordance with applicable statutes.

Contract Beds employees may be eligible, at the discretion of the Division Director for Prison Operations and within the terms of the contract, to participate in travel reduction activities such as rideshare, telecommuting and special programs. Participation terms are subject to corporate policy and the terms of the contract.

RESPONSIBILITY

The Deputy Director or designee is responsible for administering the Department travel reduction program through the Travel Reduction Coordinator. The Correctional Officer Vanpool Program is administered by the Division Director for Prison Operations.

PROCEDURES

1.0 TRAVEL REDUCTION - GENERAL INFORMATION

- 1.1 "Travel Reduction" programs are comprised of adjusted and flexible work hours scheduling, the use of alternative transportation modes, telecommuting in compliance with adjusted work hours statutes and special seasonal programs implemented by the Governor's office or other governmental agency.
- 1.2 The Travel Reduction Coordinator shall:
 - 1.2.1 Coordinate and promote the Department's "Travel Reduction" programs.
 - 1.2.2 Serve as the liaison with the ADOA for statewide "Travel Reduction" programs, rideshare parking permits and other related projects.
 - 1.2.3 Coordinate and implement special programs initiated by the Governor's office or any other governmental agency, including promoting, coordinating and reporting on the "Think Pink" survey.
- 1.3 The Division Directors, Regional Operations Directors, Wardens and Administrators shall encourage participation in "Travel Reduction" programs.
- 1.4 An employee shall be authorized to participate in only one adjusted work schedule or flexible schedule, as outlined in this Department Order, except where specific exceptions are noted.

2.0 ADJUSTED OR FLEXIBLE WORK SCHEDULES – In compliance with appropriate statutes and rules, 85% of the Department's employees who work within the city limits of Phoenix and Tucson shall work schedules with adjusted and/or flexible hours. An adjusted schedule shall include starting and ending times for the work day outside of the peak commuting hours of 7:30 a.m. to 8:30 a.m., and from 4:30 p.m. to 5:30 p.m. or a flexible work schedule staggering starting and ending times, work days or a combination of times and days that results in a 40 hour work week. Meal breaks shall not counts as part of the employee's scheduled work day. Adjustable work schedules shall not impact the efficiency or effectiveness of the Departments operations.

2.1 Adjusted and Flexible Work Schedule Assignments – Division Directors shall make adjusted or flexible work schedule assignments in coordination with information received from the Travel Reduction Coordinator or other approved source. No assignments shall be made or modified that would reduce the percentage of workers in a metropolitan area on adjusted or flexible work schedules to below 85%.

2.2 Employee Requests to Work Flexible Schedules

2.2.1 Employees may request an adjusted or flexible work schedule to the extent that such a schedule complies with this Department Order and:

2.2.1.1 **SECTION DELETED [Revision – August 9, 2010]**

2.2.1.2 Is approved in advance and is beneficial to the Department.

2.2.2 To request flexible or adjusted work schedules, employees shall submit an Employee Flexible Schedule Application, Form 520-9, to their Division Director, Regional Operations Director, Warden, Deputy Warden, or Administrator. The request shall include:

2.2.2.1 The employee's present work schedule.

2.2.2.2 The proposed work schedule.

2.2.2.3 The duration of the proposed work schedule.

2.2.2.4 A statement that the proposed work schedule does not jeopardize the Department's security needs.

2.2.2.5 Justification for the proposed work schedule. The justification for the proposed work schedule shall not negatively impact the Department's operation. The proposed work schedule may include, but is not limited to:

2.2.2.5.1 Completing required job tasks more efficiently.

2.2.2.5.2 Improving air quality by reducing vehicular emissions through busing, ridesharing, bicycling or walking.

2.2.3 Statement of the benefit of the proposed flexible work schedule to the Department which may include, but is not limited to:

2.2.3.1 Reducing parking problems.

- 2.2.3.2 Using work space and equipment more efficiently.
 - 2.2.3.3 Controlling costs.
 - 2.2.3.4 Extending staff coverage.
- 2.3 Approval of Requests – Division Directors, Regional Operations Directors, Regional Health Administrators, Wardens, Deputy Wardens and Administrators shall determine, prior to approval, that a proposed work schedule is justified in the organizational unit and:
- 2.3.1 Does not jeopardize an institution's security or a unit's quality of service.
 - 2.3.2 Does not interfere with the unit's or line staff's 24 hours, 7 days a week accessibility to the public, or other Department staff.
 - 2.3.3 Does not impose an unnecessary burden on other employees.
- 2.4 Restrictions – Flexible work schedules are not appropriate for all positions or work locations due to safety issues or designated job duties and responsibilities. Flexible work schedules may be approved if they conform to the following:
- 2.4.1 Part-time, provisional, clerical pool, temporary and original probation employees are not eligible to apply for flexible work schedules.
 - 2.4.2 Promotional probation employees may request flexible work schedules if hired into positions with existing flexible schedules.
 - 2.4.3 Correctional Officers III, Community Correctional Officers and Senior Community Correctional Officers are not eligible work schedules that exceed 40 hours in one period of seven consecutive days starting at midnight and ending at 23:59 hours.
 - 2.4.4 Employees in following positions are not eligible for flexible work schedules:
 - 2.4.4.1 Shift correctional security staff and supervisors, unless otherwise specified.
 - 2.4.4.2 The Director, Deputy Director, Division Directors, Operational Directors, Administrators, Bureau Administrators, Managers and Supervisors.
 - 2.4.4.3 COTA Commander, Criminal Special Investigators, Retention Officer, Security Operations Officer, and other positions as designated by the Director.
- 2.5 Changing Approved Work Schedules – If an employee's adjusted/flexible schedule is modified or revoked, the revoking individual shall notify the affected employee and the employee's immediate supervisor, in writing, of the schedule change and its effective date.
- 2.6 Reporting Results – Reports required by the "Think Pink" survey shall be completed by the Travel Reduction Coordinator and shall serve as the Department's report in compliance with applicable statutes or rules. The Travel Reduction Coordinator shall coordinate all Department activities associated with the program.

- 2.6.1 Division Directors, Administrators and subordinate managers shall ensure that employees participate in the annual "Think Pink" survey.
- 2.6.2 Issues identified through the "Think Pink" program may require adjustments in compliance activities to include additional participation in adjusted or flexible work hours, incentives for participation in car pools, vanpools or other ride sharing or alternative transportation modes.

3.0 SECTION DELETED [Revision – August 9, 2010: Sections 3.0 thru 3.7]

4.0 TELECOMMUTING PROGRAM

- 4.1 As mandated by the Governor's Office, the goal for telecommuting is for at least 20% of the Department's eligible employees to participate.
- 4.2 Telecommuting Guidelines
 - 4.2.1 Telecommuting is a management option and shall not be considered a universal employee benefit.
 - 4.2.2 Employee participation is voluntary.
 - 4.2.3 The supervisor, employee, Warden, Deputy Warden or Administrator may terminate the agreement at any time without cause.
 - 4.2.4 The employee's conditions of employment remain the same as non-telecommuting employees. Salary, benefits and insurance coverage shall not change as a result of telecommuting.
 - 4.2.5 The employee shall maintain standard levels of professionalism and productivity to continue to telecommute.
 - 4.2.6 With the agreement of their supervisor, Division Director, Regional Operations Director, Regional Health Administrator, Warden, Deputy Warden, or Administrator, employees:
 - 4.2.6.1 May participate in telecommuting one day per week, or every other week.
 - 4.2.6.2 **SECTION DELETED [Revision – August 9, 2010]**
 - 4.2.7 Employees shall not be permitted to:
 - 4.2.7.1 Have regular telecommute days on Monday or Friday.
 - 4.2.7.2 Telecommute if on a 4/10 schedule. Employees who regularly work less than five days a week shall not be permitted to telecommute.
 - 4.2.8 Part-time telecommuters shall apply for the program, attend training, and meet all other terms and conditions of the program.

- 4.2.9 Tasks appropriate for telecommuting shall not require either face-to-face interaction or equipment and information that are only available at the office. Examples of tasks appropriate for telecommuting are included in Examples of Telecommuting Tasks, Attachment B.
- 4.2.10 Telecommuting hours shall be entered on the PAR and into the HRIS time record using the pay code 110. *[Revision – August 9, 2010]*
- 4.2.11 Supervisors and managers shall not be permitted to participate in the telecommute program on a regular basis. However, under extenuating circumstances supervisors and managers may be permitted to telecommute with the permission of their Administrator or Division Director. This approval shall be determined on a case by case basis. An example of extenuating circumstances may include a family member that is ill or has had surgery and cannot be left alone but does not require constant care.
- 4.2.12 Employees shall:
 - 4.2.12.1 Advise their supervisors of the work they plan to accomplish while telecommuting.
 - 4.2.12.2 Provide their supervisors with a report of their accomplishments for the day in which they telecommuted.
- 4.2.13 Supervisors:
 - 4.2.13.1 Shall require the employee to have enough work planned to ensure a full day of work.
 - 4.2.13.2 Shall review the employee's work or interview the employee on the day following telecommuting to ensure the employee's productivity.
 - 4.2.13.3 May conduct quarterly interviews and quantitative analysis of an employee's performance to ensure productivity.
 - 4.2.13.4 Shall revoke the employee's telecommuting privileges if the employee fails to be productive while telecommuting.
- 4.3 Suitability to Telecommute - To be a suitable candidate for telecommuting, an employee shall:
 - 4.3.1 Not be on probation.
 - 4.3.2 Demonstrate a history of satisfactory or better performance, as reflected by the evaluation documentation.
 - 4.3.3 Be conscientiousness about work time and productivity, be self-motivated and work independently. Factors that make a good telecommuter are included in Who Makes a Good Telecommuter, Attachment C.
 - 4.3.4 Provide a suitable work environment at home or an alternate work location.

- 4.3.5 Have sufficient tasks that may be combined or restructured to be accomplished away from the office on a telecommuting day.
- 4.4 Application/Training – Prior to telecommuting, the employee shall apply for the program by submitting an Application to Telecommute, Form 520-1, to the first-line supervisor and receive approval from the chain of command.
 - 4.4.1 Approved employees shall attend training as outlined in this section prior to starting to telecommute. Supervisors who have employees who telecommute shall attend one session of training.
 - 4.4.2 The first-line supervisor shall:
 - 4.4.2.1 Determine if sufficient tasks exist to warrant telecommuting.
 - 4.4.2.2 Recommend approval or denial of the application and forward the application to the Deputy Director, Division Director, Regional Operations Director, Regional Health Administrator, Warden, Deputy Warden, or Administrator for final review.
 - 4.4.2.3 Forward approved applications to the Travel Reduction Coordinator who shall schedule the required training.
 - 4.4.3 The employee and the supervisor shall develop a Telecommuting Agreement, in writing, either at the training session, or before if the supervisor has already attended as part of this program.
 - 4.4.4 Following the training, and prior to telecommuting, the entire training workbook, including the Telecommuting Agreement, shall be reviewed and approved by the Deputy Director, Division Director, Regional Operations Director, Regional Health Administrator, Warden, Deputy Warden, or Administrator.
 - 4.4.5 The Travel Reduction Coordinator shall schedule Telecommuting Training classes based on the number of employees who have received initial approval for telecommuting.
- 4.5 Terms and Conditions of Telecommuting
 - 4.5.1 The employee and supervisor shall develop a schedule for contact during the telecommuting period, documenting it in the Telecommuting Agreement.
 - 4.5.2 Any changes to the work schedule shall be reviewed and approved in advance by the supervisor, the Deputy Director, Division Director, Regional Operations Director, Regional Health Administrator, Warden, Deputy Warden, or Administrator.
 - 4.5.2.1 The employee shall work at least four hours during the normal work day schedule, but may work the remainder of the work hours at another time (such as early morning or evening) during the telecommuting day, if the supervisor and appropriate members of the chain of command agree.
 - 4.5.3 The telecommuter shall remain in contact with the office while telecommuting.

- 4.5.3.1 Management shall be able to reach the employee by telephone during the telecommuting work day for at least four hours, as specified in the approved schedule.
- 4.5.3.2 The employee shall telephone the office at the agreed upon times.
- 4.5.3.3 The employee shall notify the first-line supervisor if a need to leave the work location arises.
- 4.5.4 The employee's home work space shall be considered an extension of the Department's work space.
 - 4.5.4.1 The Department's liability for job-related accidents shall continue to exist during employee's telecommuting work days.
 - 4.5.4.2 To ensure a safe working environment at the telecommuting site, Department management retains the right to make on-site inspections at a mutually agreed upon time.
- 4.5.5 The employee may use personal and/or state equipment and work supplies.
 - 4.5.5.1 Department-owned equipment assigned to the employee may be used for personal purposes in accordance with applicable written instructions and Personnel rules.
 - 4.5.5.2 The Department shall provide office supplies, which the telecommuter shall obtain during the in-office work period. The employee shall not be reimbursed for supplies purchased by the employee.
 - 4.5.5.3 The Department shall not provide office furniture for use while telecommuting.
 - 4.5.5.4 An employee may use personal computer equipment for telecommuting. The employee shall comply with all Department and software manufacturer requirements and licensing agreements for software.
 - 4.5.5.5 An employee shall not take restricted access materials out of the office or access it by computer without prior authorization from their immediate supervisor, the Deputy Director, Division Director, Regional Operations Director, Warden, Deputy Warden, or Administrator.
- 4.5.6 Telecommuters shall not allow family or guests at the work location to inhibit/reduce work production during work hours.
- 4.5.7 The Telecommuting Agreement shall be updated annually and when changes are necessary.
- 4.6 Studies and Reports – Employees who telecommute and their supervisors shall participate in studies necessary to evaluate the Department's and the State's telecommuting program. This includes random telephone surveys conducted by the ADOA, Travel Reduction Office and requests for information from the Department Travel Reduction Coordinator.

5.0 CORRECTIONAL OFFICER VANPOOL PROGRAM – The Department may offer uniformed non-supervisory Correctional Officers subsidized transportation if they are assigned to an institution that participates in the program. Wardens may expand participation to civilian line staff if space is available and they are on the same schedule as the Correctional Officers.

5.1 The Division Director for Prison Operations shall determine which institutions are eligible to establish a Vanpool Program and through the affected Wardens, assign a Vanpool Coordinator to oversee and monitor the Vanpool Program. The Vanpool Coordinator shall ensure that all van pool drivers have a valid, current state driver's license and shall develop a system by which driver's licenses can be reviewed and verified annually. The Division Director for Prison Operations shall assign a Vanpool Manger to oversee the Department's Vanpool Program.

5.2 Guidelines for Participation

5.2.1 Participation in the Vanpool Program as a passenger or driver is voluntary.

5.2.2 Time spent commuting to and from work in a Vanpool is not considered work hours.

5.2.3 Unless approved by the Warden, participation is limited to non-supervisory Correctional Officer IIs.

5.2.3.1 A Warden may temporarily place other civilian staff in a Vanpool when no Correctional Officer IIs are available. Participation shall be based on the geographical residence, the hours of operation of the Vanpool, or similar criteria as determined by the Warden. Vanpools shall operate only in conjunction with officer shift hours.

5.2.3.2 Civilian staff shall not modify their existing work hours to coincide with the hours of operation for the Vanpool; unless modified hours are approved in advance, by their supervisor.

5.2.3.3 When a Correctional Officer II becomes available to ride in the Vanpool, the temporary rider shall be replaced.

5.2.4 Participants shall commute a distance of at least 15 miles, one way, from Maricopa, Pima or Pinal Counties, or other counties as applicable.

5.3 Assignment to Vanpools shall be determined as follows:

5.3.1 Priority shall be given to officers who commute the longest distances. Geographical location of residence, shift assignment, and unit location shall be considered.

5.3.2 Participants shall also be matched by institution and unit when possible.

5.4 Vans are for official use only, while commuting, and are not to be driven for personal or business use by any person for purposes other than commuting. Unauthorized use of a Vanpool van may result in disciplinary sanctions in accordance with Department Order #601, Administrative Investigations and Employee Discipline.

5.4.1 For Regional Public Transportation Authority (RPTA) vans, which are leased from VPSI, Incorporated, unauthorized use constitutes breach of the contract terms, for which VPSI's liability insurance does not apply.

- 5.4.2 If the Department is billed for excess mileage arising from unauthorized van use, the responsible party shall reimburse the Department.

5.5 Maricopa County Leased RPTA Vans

- 5.5.1 These Vans are operated under Interagency Service Agreement (ISA), between the Department and the ADOA. The ISA includes the Application and Three Party VPSI Agreement that an individual volunteering to be a driver and the local Vanpool Coordinator or the Vanpool Manager must sign as required by VPSI.

- 5.5.1.1 Two original copies are required C one for VPSI and another for Procurement Services. An original consists of a copy of the signed ISA and an original of the Three Party Agreement, with original signatures.

- 5.5.1.2 Copies shall be provided to the prospective driver, the Vanpool Coordinator, the institution's Business Office, and the Prison Operations Business Office.

- 5.5.1.3 A copy of the ISA with the VPSI attachments shall be kept in the van.

- 5.5.2 VPSI provides insurance coverage, maintenance, and replacement vehicles, if required. The Warden or designee may request the maintenance record for an RPTA van, which is to be provided upon request.

- 5.5.3 Drivers are to be at least 25 years of age with a five-year driving record and shall undergo driving record checks by VPSI and be approved.

- 5.5.3.1 The driver shall comply with VPSI requirements.

- 5.5.3.2 Driver approval is subject to review by VPSI and the Department.

- 5.5.3.3 Only authorized primary and alternate drivers are allowed to drive the vans.

- 5.5.4 VPSI provides replacement vehicles, as required.

- 5.5.5 Some or all of these vehicles may be designated as eligible for the DOA Vanpool subsidy, requiring the participants to complete Capitol Rideshare and DOA Subsidy applications prior to participation.

- 5.5.6 The authorized drivers shall reside in Maricopa County, but some passengers may reside in Pinal, or other counties.

- 5.5.7 The vans appear identical to RPTA (Valley Metro) vans driven by employees who are not part of the Vanpool program, but employees in those vans pay their own expenses for van leasing and fuel costs.

5.6 Department-Owned Vans – Vans operated outside of Maricopa County are owned by the Department.

- 5.6.1 The institution shall provide maintenance services for the vans.

- 5.6.2 Any participant approved by the Department may drive the van. The driver shall not have:
 - 5.6.2.1 Any contributory accidents in the last three years.
 - 5.6.2.2 No more than three moving violations in the last three years.
 - 5.6.2.3 Any record of reckless driving in the last three years.
 - 5.6.2.4 A citation for DWI or DUI in the last three years.
 - 5.6.2.5 More than three points on the driving record in the last 12 months.
- 5.6.3 The Department shall verify the driving record of any participant who wishes to be a driver.
- 5.6.4 The ADOA subsidy does not currently apply to Department-owned vehicles.
- 5.6.5 Each van shall have an "ADC Commuter Van" decal.
- 5.7 Participants shall:
 - 5.7.1 Comply with Department Order #405, Vehicles/Vehicle Maintenance, including the requirement that there shall be no smoking or use of tobacco products in Vanpool vans.
 - 5.7.2 Meet all requirements identified in this Department Order, and for those participants in vanpools using RPTA vans any additional requirements or instructions of the leasing company.
 - 5.7.3 Complete any documentation required by the Vanpool Coordinator including the Acknowledgment/Agreement of Vanpool Procedures, Form 520-7, and if applicable an ADOA Rideshare Application and Subsidy Application forms.
 - 5.7.4 Immediately notify the Vanpool Coordinator of any change of status (i.e., promotion, transfer to a job in another classification, change of address, etc.) which may result in their ineligibility for the program or require reassignment to a different Vanpool.
 - 5.7.5 Advise the driver and other participants of days the employee will not be riding with the Vanpool for any reason.
 - 5.7.6 Regularly ride when scheduled to help ensure that the Vanpool vans operate at maximum capacity. Riders who fail to ride regularly, leaving vacant seats, may be subject to removal from the Vanpool, and may be replaced by another employee.
 - 5.7.7 Provide as much advance notice as possible before leaving the program. A 30 day notice is requested whenever circumstances allow it.
 - 5.7.8 Respond to requests for information, assistance, or participation in training when requested by the Vanpool Coordinator.

- 5.8 Any participant or applicant for participation may apply to be a driver. The Vanpool Coordinator shall select primary and alternate drivers from the qualified applicants. Drivers shall take driving safety classes mandated by the Department, RPTA, the ADOA, Risk Management, or any other agency.
 - 5.8.1 Primary and alternate drivers shall be approved by the Department. In addition, drivers of RPTA leased vans shall be approved by VPSI. A driver shall obtain required approval prior to driving a van.
 - 5.8.2 The driving record of each primary and alternate driver is subject to review by the Department prior to being approved to drive a Vanpool vehicle. A Warden may require that periodic driving record checks be conducted for Vanpool drivers.
 - 5.8.3 There shall be at least two alternate drivers for each van.
 - 5.8.4 The driver shall report any accident or other loss or damage to or involving the assigned van to the Vanpool Coordinator, and if applicable to VPSI, as soon as practical.
 - 5.8.4.1 If a RPTA van is involved in an accident, the Vanpool Coordinator shall make a follow up report to VPSI to ensure that the driver properly notified them.
 - 5.8.4.2 As applicable, the authorized driver shall complete all reports required by law, by the Department and by VPSI. Copies of all reports shall be forwarded to the Vanpool Coordinator within two work days after the incident.
- 5.9 The driver shall be responsible for resolving any traffic citations, such as speeding or other vehicle related violations, received when driving the van. The van driver shall immediately notify the local Vanpool Coordinator and, if applicable, the VPSI if they receive a traffic citation.
 - 5.9.1 When the citation has been lawfully paid the driver shall provide a copy of the citation and the receipt to the Vanpool coordinator and VPSI as proof of resolution.
 - 5.9.2 If the driver plans to contest the citation, the driver shall provide a written explanation to the Vanpool Coordinator, describing the events that culminated in receipt of a citation and the course of action the authorized driver intends to pursue.
 - 5.9.3 If the matter results in a suspension of the driver's license, an alternate driver shall drive the van until such time as the suspension is lifted. Written proof of resolution shall be provided to the Department and, if applicable, to VPSI.
- 5.10 Primary drivers shall:
 - 5.10.1 Be responsible for the van, to include keeping it clean and regularly washed at the institution or otherwise authorized locations.
 - 5.10.2 Ensure that only employees authorized by the Department, and if applicable, VPSI, are allowed to drive a van. If an unauthorized employee is allowed to drive the van, that employee and the primary driver are subject to removal from the Vanpool Program.

- 5.10.3 Ensure that only passengers assigned by the Vanpool Coordinator ride in the Vanpool.
- 5.10.4 Arrange for fueling of the van. Fuel may be obtained at the institution or by using the Voyager Card, which is assigned to each van in the Vanpool.
- 5.10.5 Coordinate with the Vanpool Coordinator to ensure that van maintenance is completed according to the van's maintenance schedule/warranty.
- 5.10.6 Report any safety defects immediately to the Vanpool Coordinator and to the assigned motor pool for Department-owned vans or VPSI for RPTA leased vans.
- 5.10.7 Report to the Vanpool Coordinator immediately when a Vanpool participant leaves the Vanpool, becomes ineligible to participate or no longer rides regularly in the Vanpool.
- 5.10.8 Complete necessary forms, including the Vehicle Fuel Log, Form 520-6, Voyager Card Acknowledgment/Agreement, Form 520-4 and Monthly Vanpool Report, Form 520-5, and submit them to the Vanpool Coordinator, within the time frames specified by the Vanpool Coordinator.
- 5.10.9 Complete a Vehicle Condition Report, Form 520-8, when accepting/receiving or returning a van to the Vanpool Coordinator or other Department representative.
- 5.11 Alternate drivers act as backup drivers, when the primary driver is not available to drive, and shall follow all instructions outlined in this Department Order.
- 5.12 Vanpool Rules – Vanpool participants shall comply with the Department's Code of Conduct, all applicable Department Orders and other forms of written instructions as well as rules set by each member of the individual vanpool. Vanpool rules may address such topics as:
 - 5.12.1 Pick-up/drop-off points.
 - 5.12.2 Radio or other music issues.
 - 5.12.3 Heating/air conditioning.
 - 5.12.4 The amount of time that the van is expected to wait for participants at pick-up locations and work, before leaving.
 - 5.12.5 Any other issue important to the Vanpool participants.
 - 5.12.6 The requirement for employees to pay a \$50 monthly fee.
- 5.13 The Vanpool Manager shall identify vans eligible to receive the ADOA subsidy. The Vanpool Manager shall specify whether the van does or does not receive the subsidy on the Monthly Vanpool Report for Maricopa County vans.
 - 5.13.1 Each participant in a Vanpool that is entitled to the subsidy shall complete an application for the ADOA Rideshare Program and a Subsidy Application.

5.13.2 The Vanpool Manager shall maintain copies of the ADOA Subsidy Application forms and forward the original applications to the ADOA Travel Reduction Office.

5.14 Program Responsibilities

5.14.1 The Warden where a Vanpool Program is operating shall:

- 5.14.1.1 Ensure that Vanpool vans can obtain fuel at the institution.
- 5.14.1.2 Ensure that maintenance services, not covered under warranty, for Department-owned vans are provided by the institution.
- 5.14.1.3 Provide for regular washing of the Vanpool vans at the institution.
- 5.14.1.4 Oversee the budget for the institution's Vanpool Program.
- 5.14.1.5 Ensure that records are maintained on the Vanpool vehicle's mileage, the maintenance performed on the vans, the amount of fuel provided to Vanpool vans, and the other costs to operate the Vanpool Program.
- 5.14.1.6 Ensure that alternate transportation for Vanpool participants is arranged by the institution when a participant misses the van to complete unscheduled work, if a supervisor mandated such work.
- 5.14.1.7 Designate a Vanpool Coordinator who shall ensure that each van operates to the maximum extent possible.

5.14.2 The local Vanpool Coordinator shall:

- 5.14.2.1 Provide program information to interested parties, assist with the application and payroll deduction process, and respond to inquiries from employees about the Vanpool Program.
- 5.14.2.2 Match riders to Vanpools by shift, institution and zip code, and maximize ridership in the Vanpools. All Vanpools shall have a ridership of not less than 50% of vehicle capacity.
- 5.14.2.3 Replace participants who leave the program with a new rider.
- 5.14.2.4 Identify Park-and-Ride Locations. (Park and Ride locations for leased vans shall be approved in writing by VPSI.)
- 5.14.2.5 Arrange van maintenance.
- 5.14.2.6 Prepare and submit appropriate reports to the Vanpool Manager including:
 - 5.14.2.6.1 A monthly summary report of the number of participants and the mileage for each van and the entire Vanpool fleet for the Warden.

5.14.2.6.2 The Monthly Vanpool Reports for RPTA-owned vans for RPTA with copies provided to the Warden, no later than the fifth work day of the month. The report shall indicate whether or not the particular Vanpool is eligible for the ADOA subsidy for the riders, and shall indicate whether or not the subsidy application has been submitted for each participant.

5.14.2.6.3 A weekly report, which specifies the names and positions of any temporary Vanpool participants who are not uniformed correctional officers.

5.14.3 Vanpool Manager shall:

5.14.3.1 Complete aggregate reports as required and submit the reports to the Division Director for Prison Operations, and when appropriate, to the Director or the ADOA.

5.14.3.2 Obtain completed ADOA Subsidy and Capitol Rideshare application forms for subsidized vans, submit the forms to the ADOA Travel Reduction Office before adding a participant to the Vanpool Program, and maintain copies of all subsidy applications.

5.14.3.3 Be responsible for providing the following information on the Vanpool Program to the ADOA including data regarding:

5.14.3.3.1 Ridership

5.14.3.3.2 Commuter miles

5.14.3.3.3 Trip-reduction savings

5.14.3.3.4 Any other information about the Vanpool Program, when requested

5.15 The Vanpool Manager, at the Travel Reduction Coordinator's request, may survey the institution and individual participants regarding Travel Reduction issues of the Vanpool Program.

5.16 Institutions shall be added to the Vanpool Program only with the express permission of the Director.

5.17 To cover the costs associated with the operation of vanpools, employees shall have a monthly fee of \$50 deducted from their paycheck to participate in the vanpool program. All employees shall pay the same fee regardless of the distance, the number of days in which the employee participates in the vanpool, the number of days in the month, or shift assignment changes during the month. Under no circumstances shall employees receive refunds or be permitted to make partial monthly payments.

- 5.17.1 The \$50 will be deducted from the second paycheck of each month for all employees participating in a vanpool. All employees participating in a vanpool shall submit the Vanpool Payroll Deduction Agreement, Form 520-10 to the Vanpool Coordinator. The Vanpool Coordinator shall forward the form to the Personnel when the employee is eligible to participate in the Vanpool Program.
- 5.17.2 The deduction shall start in the month after the employee joins the vanpool program and shall be stopped the month after the employee or Department terminates the vanpool program agreement.
- 5.17.3 Employees who violate vanpool agreements and procedures may be suspended or terminated from participation in the vanpool program and shall not be eligible for refund of any portion of the fee for the current month.
- 5.17.4 Vanpool membership is not transferable.
- 5.17.5 The employee or the Department may terminate vanpool agreements at any time with a 30 days written notice of termination.

IMPLEMENTATION *[Revision – February 24, 2012]*

SECTION DELETED

ATTACHMENTS *[Revision – August 9, 2010]*

Attachment B, Examples of Telecommuting Tasks
Attachment C, “Who Makes a Good Telecommuter?”

FORMS LIST *[Revision – August 9, 2010]*

520-1, Application to Telecommute
520-4, Voyager Card Acknowledgement/Agreement
520-5, Monthly Van Report
520-6, Vanpool Fuel Log
520-7, Acknowledgment/Agreement of Vanpool Procedures
520-8, Vehicle Condition Report
520-9, Employee Flexible Schedule Application
520-10, Vanpool Payroll Deduction Agreement

AUTHORITY

A.R.S. §41-796.01, Adjusted Work Hours.
A.R.S. §41-803, Operation of State Motor Vehicle Fleet; Energy Conservation; Alternative and Clean Burning Fuels; Definitions
A.A.C. R2-1-601- 605, Adjusted Work Hours
A.A.C. R2-5-502.C, Variation of Work Schedules
A.A.C. R2-901, Definitions
A.A.C. R2-902, Vanpool Reimbursement Subsidy Eligibility
A.A.C. R2-903, Vanpool Reimbursement Subsidy Amount
A.A.C. R2-904, Vanpool Reimbursement Subsidy Procedure

A.A.C. R2-905, Vanpool Reduced Cost Procedure
Governor's Executive Order 2003-11, The State of Arizona Telework Program

ATTACHMENT B

EXAMPLES OF TELECOMMUTING TASKS

TASKS THAT MAY BE DONE ON TELECOMMUTING DAYS

analysis	graphics
auditing reports	maintaining data bases
batch works	preparing budgets
calculating	preparing/monitoring contracts
computer programming	project management
conducting business by phone	reading
copier/fax	record keeping
data entry	research
design work	e-mail
dictating, sending, receiving	spreadsheet analysis
drafting	thinking
editing	typing
evaluations	word processing
field visits/court	writing

ATTACHMENT C

WHO MAKES A GOOD TELECOMMUTER?

To succeed telecommuting requires...

THE RIGHT KIND OF JOB

- Low face-to-face communication requirements - can handle by phone, e-mail or voice mail at least one day per week
- Job duties include blocks of time handling information (writing, editing, analysis, computer work, planning, telephoning)
- Minimal requirements for special equipment that isn't available at home
- Clearly defined tasks and work products with measurable work objectives and activities

THE RIGHT KIND OF WORKER

- ✓ Self-motivated and self-disciplined...Completes projects without constant supervision and when no one is checking
- ✓ Strong organizational skills... Results oriented
- ✓ Comfortable working alone and disciplined to leave work at quitting time
- ✓ Works independently...has a good track record... knows the job
- ✓ Knowledgeable of the Department's "System of Written Instructions"
- ✓ Sensitive to impact of telecommuting on co-workers
- ✓ Flexible and adaptable to changing routines and environments

THE RIGHT KIND OF HOME ENVIRONMENT

- ✓ Safe, comfortable work space where it's easy to concentrate on work
- ✓ Required level of security for the work
- ✓ A telephone, answering machine or voice mail
- ✓ Understanding household members who won't disturb the telecommuter when working

TELECOMMUTING BENEFITS EMPLOYEES AND AIR QUALITY, BUT IT ISN'T RIGHT FOR EVERYONE OR EVERY JOB.

SUPERVISORY APPROVAL IS REQUIRED FOR AN EMPLOYEE TO TELECOMMUTE.