

CPAA

9.50 Modern Work Environment

9.50.10

To support Washingtonians, the agency must attract and retain talent by adopting innovative workplace strategies that support the state's organizational mission, flexibility, and mobility in the workplace; create modern work environments; reflect organizational cultures that align with the changing expectations of employees and customers; and reduce transportation-related greenhouse gas emissions. To be an employer of choice and better support the needs of multiple generations, the agency must provide flexibility in how, when, and where work gets done so that employees can have work/life balance, improved wellness, a supportive and productive work environment, increased job satisfaction, and engagement.

9.50.20 Mobile Workforce

The agency supports a culture of *it's what you do, not where you do it* through the use of technology and policies to support a mobile workforce. The agency is setting a participation target of 100 percent.

The Executive Director will apply the following criteria in determining whether the following mobile workforce strategies are suitable for agency personnel:

- The mobile workforce strategy will not affect the ability of the employee to meet all work responsibilities;
- The mobile workforce strategy will not negatively affect the ability of the employee to provide services and carry out the agency mission;
- The mobile workforce strategy will not negatively affect customers or coworkers;
- The mobile workforce strategy allows for appropriate lunch and break periods;
- The mobile workforce strategy is consistent with Washington and federal labor requirements;
- The mobile workforce strategy serves to support a legitimate and valued need of the employee; and
- The mobile workforce strategy supports effective agency employee attraction, retention, morale, and productivity strategies.

9.50.20.10 Flexible Work Policy

The normal business hours of the agency are from 8 a.m. to 5 p.m., Monday through Friday, except on state holidays. However, in order to better utilize the workforce for the agency and increase employee productivity, the agency will make flextime hours an option available for employees, subject to the Executive Director's approval.

Flextime defines a schedule where an employee's workday begins between 7 a.m. and 9 a.m., a lunch period of either 30 or 60 minutes, and a stopping time between 4 p.m. and 6 p.m.

Employees can also choose to work longer hours per day and reduce the number of workdays per week, subject to the limitations above.

9.50.20.20 Procedure

An employee wishing to implement a flextime schedule will request the change of schedule in writing.

The Executive Director will apply the criteria above in determining whether the proposed flextime schedule is feasible.

9.50.20.30 Mobility

Personnel shall have the option of working in a variety of locations to maximize productivity through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Locations shall be selected that facilitate and promote productivity and provide a safe and minimally distracting workspace. Mobility strategies may be scheduled or done on an ad hoc basis.

9.50.30.40 Telework

Personnel shall have the option of working from home or other alternative locations closer to home through the use of technology which allows the employee to access normal work material (email, telephone, electronic documents, etc.). Telework may be scheduled or done on an ad hoc basis.