

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Fix 50 Construction Project	<b>REFERENCE NUMBER:</b> 2014 – 010
<b>DATE ISSUED:</b> 04/03/14	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Employee Relations Officers**

**FROM:** Department of Human Resources  
Labor Relations Division

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Starting April 22, 2014, and continuing through June 25, 2014, Caltrans will embark on a large highway construction project in the Sacramento Area. The Fix 50 project affects parts of the section of State Highway 50 known as “The W/X Freeway”. This section of Highway 50 will be under repair and may significantly impact employee commute times.

In anticipation of the Fix 50 project, State agencies should consider the following programs on a temporary basis where feasible and practical to assist with reducing traffic congestion:

- Alternate Work Week Schedules,
- flextime,
- telecommuting,
- public transit and vanpools.

Efforts to relieve Sacramento’s traffic congestion during the end of April, May and June should focus on State facilities where employees use commute routes affected by this project.

Normal service delivery and all public safety functions must be maintained. Any mitigating actions must be funded through existing departmental appropriations and shall be consistent with applicable laws and existing personnel policies.

For additional information, refer to the following resources:

**Website**

Caltrans has created a website, <http://fix50.com/>, with the project timeline, detailed maps, live traffic cameras, and other helpful information.

### **Alternate Work Schedules and Flextime**

Alternate work schedules include the 9/8/80 and 4/10/40 schedules. A 9/8/80 schedule allows employees to work 80 hours in 9 days, giving them an extra day off every two weeks. The 4/10/40 schedule allows employees to work 40 hours in 4 days, giving them an extra day off each week.

Flextime permits employees to start and end their workday within established ranges to accommodate a variety of departmental needs.

Under either schedule, employees must work the required number of hours per week. In addition, the schedule must not interfere with the employer's ability to perform its mission and serve clients.

By encouraging temporary alternate work schedules and flextime, you can help relieve traffic congestion during the Fix 50 project. Both scheduling options:

- Allow employees to better coordinate their work schedule with mass transit schedules.
- Allow employees flexibility to participate in carpools and vanpools they may otherwise be unable to use.
- Reduce commuter traffic during the morning and evening hours by spreading it throughout the day.
- In the case of alternate work schedules, reduce employee's total number of commuting trips.

### **Telework**

Another option for some of your employees may be to telework for all or some of their work days.

The Department of General Services has statutory authority to coordinate and facilitate the inter-agency exchange of telework information, as well as develop and update policy, procedures, and guidelines to assist agencies in their efforts to implement telework. Additional information related to the telecommuting program is located on the DGS website at <http://www.dgs.ca.gov/dgs/programsservices/telework.aspx>.

### **Commute Alternatives**

You can find vanpool, carpool and alternate commute information on the Sacramento Transportation Management Association's website at <http://www.sacramento-tma.org/>.

In addition, the following links provide further information on other alternate transportation options:

- [RT / Lightrail](#)
- [Bike](#)
- [Yolobus](#)
- [Elk Grove e-tran](#)
- [North Natomas Flyer Shuttle](#)
- [Vanpool / Carpool](#)

For questions regarding this PML, State department personnel office designated liaisons should contact CalHR's Personnel Services Branch by emailing questions to [psb@calhr.ca.gov](mailto:psb@calhr.ca.gov) or calling (916) 323-3343.

/s/Mary Sue Paul

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