

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: November 7, 1988
Reference Code: 88-94

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Traffic Management Coordinators

From: **Department of Personnel Administration**
Office of the Director

Subject: Governor's Executive Order on Flexitime

Governor Deukmejian recently issued Executive Order D-74-88 (copy attached) calling for all State agencies to assess and, as possible, increase the use of flexible work schedules by their employees. The purpose of this is to encourage employee commute patterns that help relieve peak hour traffic congestion.

The Order directs all agencies, departments, boards and commissions to:

- a. Immediately assess the degree to which flexible work schedules currently exist for their employees;
- b. Evaluate and implement alternatives for extending flexible work schedules to additional employees, with particular emphasis on those employees who work in the major metropolitan areas of the State;
- c. Report to the Department of Personnel Administration (DPA) by December 31, 1988, their efforts to accomplish subsections a and b, above.

As noted, these efforts should be focused on State facilities served by congested urban commute routes. The State Employee Transportation Management Action Plan Guidelines, which Caltrans recently sent to traffic management coordinators, contains detailed maps showing these routes. The maps cover metropolitan Sacramento, the San Francisco Bay Area, the greater Los Angeles area, San Bernardino, and San Diego. Facilities in these areas that are commonly accessed by one or more of the congested routes should be covered by the flexitime provisions contained in this memorandum.

The flexitime concept permits employees to vary their schedules from standard hours to meet a variety of needs, including commuting. The approach most widely used involves allowing employees to select work starting and ending times within established ranges (e.g., 7:00 to 9:00 a.m. and 3:30 to 6:00 p.m.). Another variation is the 9/80 schedule, under which employees work 80 hours in 9 days, giving them an extra day off every two weeks. Under any of these approaches, of course, it is necessary that employees work 40 hours per week and that work schedules be consistent with each agency's need to perform its mission and serve its clients.

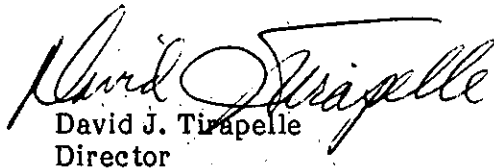
Flexitime can have a variety of beneficial impacts on peak hour traffic congestion. This occurs by:

- Allowing better individual coordination between mass transit and work schedules (in many cases, only relatively modest schedule adjustments may be needed to make it feasible for employees to use mass transit).
- Giving sufficient flexibility for participation in carpools and vanpools.
- Spreading commute trips over broader ranges of time in the morning and evening.
- In the case of 9/80 schedules, reducing the number of commuting trips.

As stated above, each State agency is to report to DPA by December 31, 1988 concerning its assessment and utilization of flexitime. These should be written reports covering at least the following:

- What is the department's current flexitime policy?
- Can/will the policy be changed to allow greater use of flexitime? If so, what changes will be made?
- Are there significant areas in which flexitime cannot be offered? If so, why? Are there other work scheduling options available for these employees that would help mitigate traffic congestion?
- Approximately what portion of your staff now use flexitime? How are employees informed of their flexitime options? What further steps can/will be taken to encourage flexitime?

These reports should be sent to DPA at 1515 S Street, North Building, Suite 400, P.O. Box 944234, Sacramento, CA 94244-2340 to the attention of Sydney Miguel. Questions and requests for assistance in this area may be directed to her on (916) 324-9363 or ATSS 454-9363.


David J. Tirapelle
Director

Attachment

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA



EXECUTIVE ORDER D-74-88

WHEREAS, employee commute patterns are a significant contributing factor to increasing traffic congestion in the State's major metropolitan areas; and

WHEREAS, the State of California is a large employer in the major metropolitan areas, and is in a position to influence the commute patterns of its employees in these areas; and

WHEREAS, the State government as a major California employer in the metropolitan areas should set an example for others to follow; and

WHEREAS, it is often feasible to modify employee work schedules to facilitate different commute patterns without adversely affecting the delivery of services to the public; and

WHEREAS, in addition to mitigating traffic congestion, varying work schedules may have other salutary effects on employee lifestyles such as facilitating provisions for child care and improving morale;

NOW, THEREFORE, I, GEORGE DEUKMEJIAN, Governor of the State of California, by virtue of the power, and the authority vested in me by the Constitution and statutes of the State of California, do hereby issue this order to become effective immediately:

1. All agencies, departments, boards, and commissions shall:
 - a. Immediately assess the degree to which flexible work schedules currently exist for their employees;
 - b. Evaluate and implement alternatives for extending flexible work schedules to additional employees, with particular emphasis on those employees who work in the major metropolitan areas of the State;
 - c. Report to the Department of Personnel Administration by December 31, 1988, their efforts to accomplish subsections a and b, above.
2. The Department of Personnel Administration shall be responsible for providing technical assistance to all departments seeking to maximize the utilization of flexible work schedules.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 3rd day of September 1988.

George Deukmejian

Governor of California

ATTEST: *Manh Jong Eu*
Secretary of State

