

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: December 12, 1988  
Reference Code: 88-107

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Traffic Management Coordinators

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

Subject: Pilot on Compensated Commute Time

Under Governor Deukmejian's Executive Order D-73-88, the Department of Personnel Administration (DPA) is responsible for implementing several measures aimed at encouraging State employee use of public transit and vanpools in areas served by congested commute routes. Among them is a one-year pilot program under which employees in three State facilities who commute on public transit or in vanpools would be granted one-half hour per day of compensated commute time. This memorandum provides information on this program and invites departments to nominate facilities for the pilot.

Under this pilot, a facility is any site (or building, address, etc.) at which a department's employees are located such as a headquarters facility, field office, institution, etc. Where more than one department shares a site, each department entity within the site is a separate facility.

Within selected facilities, employees who commute or begin commuting via public transit or vanpools will be granted one-half hour per day of compensated commute time. For the purpose of this program, a vanpool is a group of seven to fifteen people commuting together in one vehicle. To avoid overtime issues, the preferred approach would be for the employee to work seven and one-half hours and commute during the remaining half hour of the work day. Any costs associated with the paid commute time will be borne by the participating departments within existing budgets.

The pilot will last for one year. Its purpose will be to 1) determine if compensated commute time can significantly increase State employee use of public transit and vanpools and 2) assess the cost, operation and administrative impacts of the program. Specific assessment criteria and methods will be developed in cooperation with the pilot agencies. The results will be used to decide the future use of compensated commute time in State service.

To help ensure success for this part of the Governor's program, DPA encourages departments to nominate facilities for the pilot. The pilot facilities will be selected based on the following criteria:

1. The facility must be served by one or more congested commute routes, as specified by Caltrans on the map included with the guidelines they recently issued on State employee transportation management. For additional copies please contact John Wolfe at 322-5591 or ATSS 492-5591.
2. To ensure an adequate study sample, but still maintain good cost and administrative control of the pilot, the facility should have from 200 to 1,000 employees who commute during peak hours (the pilot would not cover swing or night shift staff).
3. The facility should be well served by public transit.
4. It should have a significant number of employees (particularly single occupant vehicle commuters) who do not now, but probably could use public transit or vanpools.
5. There should be other State facilities nearby that could be used for comparison in assessing the results of the pilot.

It is the State's intent to have all employees in the selected facilities be eligible to participate in this pilot. However, this will be contingent on our having enabling agreements with all the affected unions at the time the pilot begins. While major problems are not anticipated, interested departments should check with Sydney Miguel at the number listed below for updates on this.

Nominations should be written and address each of the criteria outlined above. They should be submitted by January 10 to the Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814, Attention: Sydney Miguel. Questions may be referred to her on (916) 324-9363, or ATSS 454-9363.



Lillian Rowett  
Deputy Director