

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: November 3, 1989
Reference Code: 89-65

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Traffic Management Coordinators
Personnel Officers
Labor Relations Officers
Accounting Officers

From: Department of Personnel Administration
Office of the Director

Subject: Governor's Executive Order D-82-89 on Earthquake Caused Traffic Congestion; Benefit Enrollment Time Extensions; Use of Displaced State Employees

As part of his response to the recent earthquake in the San Francisco Bay and Santa Cruz regions, Governor Deukmejian has issued Executive Order D-82-89 (copy attached). The Order specifies a number of actions to be taken by State agencies to help relieve earthquake caused traffic problems in those areas. Among them are enhancements of the existing flextime, transit pass, and compensated commute time programs. This memorandum provides implementation instructions on these aspects of the Order. The end of this memorandum also contains important information on the extension of benefit enrollment periods and the temporary use of displaced State employees.

Coverage and Timing

The measures described in this memorandum apply to all State offices and facilities in the following counties:

Alameda	San Mateo
Contra Costa	Santa Clara
Marin	Santa Cruz
San Francisco	San Benito

The measures are effective immediately and will remain in effect until further notice.

Flexible Work Schedules

The Order directs affected agencies to "schedule all activities including routine work schedules in accordance with local efforts to stagger demand for critical transportation facilities, including implementation of 4/40 or 9/80 work week schedules as practical". This is basically a more intensive application of the flextime measures called for by Governor's Executive Order D-74-88, and further described in the Department of Personnel Administration's November 7, 1988 memorandum to Personnel Management Liaisons (88-94). For technical assistance on flextime provisions contact Sydney Miguel on (916) 324-9363 or ATSS 454-9363.

Discount Travel Passes

The provisions for purchasing daily tickets/tokens remain as is; the amount of the discount is not increased and the program is still limited to State facilities served by congested commute routes as previously defined by Caltrans.

The discount program for monthly transit passes (or their equivalent) is changed as follows:

- o The maximum discount is raised from \$15 to \$30 per month and is no longer limited to 50% of the total price of the pass. Therefore, the discount for passes costing less than \$30 per month would be the total price of the pass; the discount for passes costing \$30 or more per month would be \$30.
- o All discounts exceeding \$15 per month are taxable income in their entirety (not just the amount over \$15).
- o The program is available to all State facilities in the eight designated counties.
- o When the discount will be more than \$15 a month (and therefore taxable) it may be given by (1) the department selling the pass at a discount (as presently) or (2) by having employees submit a travel expense claim to their department showing that they have purchased a pass with their own money (see attached samples) and paying them the discount immediately out of the department's revolving fund. Under option (2), the department would then submit the claim to the Division of Audits in the State Controller's Office to have their revolving fund reimbursed. Regardless of the method used, the department would also submit a non-Uniform State Payroll System (non-USPS) transaction to the State Controller's Office. This would increase the Federal taxable income reported on the employee's W-2 form and would trigger Social Security tax withholding from a future paycheck. The State Controller's Office will issue more specific instructions on this in the near future. Further refinements in this process may be forthcoming.
- o This program begins with November transit passes. Employees who have already received a \$15 discount for these passes may submit a claim for the remaining part of the \$30 discount due to them. However, when this occurs, the non-USPS transaction should be for the entire discount given (usually \$30) since that entire amount would be taxable.

This program with the new \$30 a month limit should use the basic standards and procedures now in place for the \$15 a month transit subsidy program (see PML Memorandum 88-114 dated January 30, 1989). Questions may be referred to Sydney Miguel at (916) 324-9363 or ATSS 454-9363.

Compensated Commute Time

The compensated commute time pilot (which had been limited to three State facilities) is now open to any State facility within the eight counties specified above. Under this program, employees who commute on public transit, vanpools or carpools are granted one-half-hour per day of compensated commute time. Departments wishing to use this

program will need to obtain further information from Sydney Miguel at (916) 324-9363 or ATSS 454-9363.

Extension of Open Enrollments

Enrollment documents for the Dental, Vision and/or FleXelect Benefits Programs that are not processed within the established open enrollment cutoff dates as a direct result of the earthquake will be reviewed by DPA on a case by case basis and if approved, will be implemented on a prospective or current basis. Retroactive enrollment will not be approved. The last possible effective date on any enrollment document per the above information will be March 1, 1990.

Questions regarding Dental/Vision may be directed to Nick Villa at (916) 324-0535 or ATSS 454-0535. Questions regarding FleXelect may be directed to William Page at (916) 324-0525 or ATSS 454-0525.

Use of Displaced State Employees

Departments are advised that there are still a significant number of State employees in the San Francisco Bay Area who are unable to return to work because they have no office in which to work. I would urge all departments who are filling positions in operating Bay Area offices to use such displaced employees on a temporary basis in lieu of making new hires. Departments shall cooperate in such arrangements in an effort to maximize our utilization of personnel resources in this time of emergency. Departments having further questions on this may contact George Lloyd on (916) 324-9381 or ATSS 454-9381.



David J. Tirapelle
Director

Attachments

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA



EXECUTIVE ORDER D-82-89

WHEREAS, on October 17, 1989 a major earthquake occurred in Northern California; and

WHEREAS, on October 18, 1989 the Governor proclaimed a State of Emergency to exist in the affected counties and requested Federal assistance; and

WHEREAS, on October 18, 1989 the President of the United States declared a major populated area of Northern California a disaster area; and

WHEREAS, the estimated economic cost to recover from this disaster is many billion dollars; and

WHEREAS, that same disaster area, with unique topography and corresponding transportation characteristics, has experienced a major disruption to its transportation system; and

WHEREAS, traffic congestion presented a serious threat to economic well-being prior to this disaster; and

WHEREAS, without an immediate reduction in vehicular trips, notably single occupant vehicles, congestion will cripple the economic recovery to this disaster and accelerate that economic deterioration; and

WHEREAS, the State is a major employer in the affected area;

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

1. Effective immediately and until further notice, all State agencies, departments, boards, and commissions with offices in Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Santa Cruz, and San Benito counties shall expand their transportation management efforts to effect an immediate reduction in vehicular trips by implementing the following actions:
 - * Appoint an Employee Transportation Coordinator for each facility to work with its department's Traffic Management Coordinator who in turn will work with the Caltrans Office of Traffic Improvement.
 - * Schedule all activities including routine work schedules in accordance with local efforts to stagger demand for critical transportation facilities, including, but not limited to, implementation of 4/40 or 9/80 work week schedules as practicable.
 - * Make arrangements to temporarily reassign employees to offices closest to their homes or implement telecommuting procedures and programs to increase work at home or at satellite facilities.

- * Encourage employees to increase their use of mass transportation including rail, bus, and ferry service, by increasing employer subsidies in conjunction with Department of Personnel Administration instructions.
 - * Encourage employees to increase their use of vanpools and carpools by increasing the availability of State equipment for such service. Departments that own vans shall notify the Department of Transportation, Office of Traffic Improvement, of their availability.
 - * Where feasible, limit single occupant vehicle parking and provide free parking to any vehicle transporting four or more employees to their workplaces.
 - * Participate, where feasible and beneficial, in the Department of Personnel Administration's Compensated Commute Time Pilot Program.
 - * Limit employee travel to the Bay Area to multiple occupant vehicles.
2. Until further notice, the Department of General Services, and other departments that operate fleets, shall coordinate the travel of employees to avoid single occupancy vehicle trips to the affected counties.
 3. Until further notice, the Department of Personnel Administration shall extend the Compensated Commute Time Pilot Program to any State agency office in the affected counties requesting to participate, and shall include participants in carpool of four or more persons as well as vanpoolers and transit riders.
 4. Until further notice, the Department of Personnel Administration shall increase the maximum for the transit pass allowance to \$30 in the affected counties. This shall apply to passes only, will be subject to federal tax, and shall take effect immediately.
 5. Until further notice, the Department of General Services and Teale Data Center, in cooperation with the private sector, shall provide consulting support to businesses and local governments which are considering telecommuting operations as a response to the emergency.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 30th day of October 1989.

George Deukmejian
Governor of California

ATTEST:

March Fong Eu
Secretary of State



