

Employee Commute Options (ECO) Program

An Annual Trip Reduction Plan will identify strategies MESD intends to implement in its effort to reduce employee commute auto trips by ten percent. These strategies may include but are not limited to the following:

1. Bicycling/Walking Program - Employees may be provided support services to support their efforts.
2. Carpooling - MESD may provide on-site rideshare matching services, preferential parking and a guaranteed ride home program for employees who select this option.
3. Compressed Work Weeks - Employees work their regularly-scheduled number of hours in fewer days per week or over a number of weeks. Current contract language allows flexibility on the part of MESD in offering non-traditional work schedules.
4. Employee Recognition - Created to promote and reward efforts made by staff to reach Multnomah Education Service District's trip reduction target.
5. Flex Schedules - The employee may alter the beginning or ending time of their workday to accommodate alternative transportation modes.
6. Guaranteed Ride Home - In case of emergency, an employee participating in an alternative transportation mode is provided a ride home.
7. Telecommuting - The employee performs regular work duties at home or a remote workstation rather than commuting to work.
8. Transit - MESD may subsidize the cost of a monthly transit pass.

The superintendent may identify an employee transportation coordinator who will be responsible for compliance to the ECO Rule as well as the management of the above programs.

1. Eligibility:

All staff may be eligible for alternative work arrangements. ECO Rule requires MESD to count all regular and part-time employees. The count of employees excludes volunteers, disabled employees (as defined under the Americans with Disabilities Act), employees working on a non-scheduled work week, and employees required to use a personal vehicle as a condition of employment.

2. How to request:

Before any employee may participate in certain strategies, the employee must complete an application and submit to his/her supervisor.

MESD Guidelines for ECO Strategies

Due to the potential impact on the assigned work site or work assignment, the following ECO strategies require supervisory and cabinet approval before implementation:

1. Compressed work weeks;
2. Flex schedules;
3. Telework.

All of these strategies are subject to administrative approval. The approval decision will be based on the following criteria:

1. Are not for everyone - the employee needs the right job content, work habits and work environment to be a successful teleworker.
2. Will be done on a routine schedule - due to special circumstances, employees may occasionally request flexibility in their work schedule. For these strategies to be considered a work schedule, they must have an established timetable.
3. Are a management option - they are a privilege, not a right. Administration reserves the right to approve or disapprove these ECO strategies based on the needs of the department, performance of the individual, or other concerns.

For all of the above strategies, each employee must complete an ECO Application. For Telework, the employee must complete the following steps:

1. Prepare a proposal for his/her supervisor outlining his/her telework plan, including the needs and benefits to have the employee establish a telework schedule; and
2. Complete the Oregon Department of Energy “Telecommuting Training Kit” including viewing the video with his/her supervisor.

Each individual’s situation will be evaluated to determine whether equipment will be provided and if so what equipment will be provided. In general, each teleworker must have an appropriate environment for teleworking.

1. This does not imply that they must have dedicated space, just appropriate for the task to be completed.
2. MESD will not pay for computers to be installed in off-site work-sites.

3. Not all tasks require a computer.
 - a. Laptops may be available for check-out.
 - b. Employee must be accessible via telephone.
4. Cellular phones and pagers are up to the discretion of the supervisor.
5. Teleworking is not a substitute for dependent care. If children or elderly family members (those unable to care for themselves) require care during “work” time, other arrangements should be made.