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Secretary of Transportation

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Date

Building a Modern Work Environment

I. Introduction

A. Purpose

This Secretary's Executive Order directs management to build a modern work environment and create an organizational culture that empowers employees with choice, enables excellent performance, supports all generations, and is mindful of our impact on the environment by taking actions outlined in this order. The Washington State Department of Transportation (WSDOT) will maintain policies that support mobility, including telework and flexible work hours, and will maintain the technology necessary to provide the ability to work in a variety of locations.

B. Background

The [Governor's Executive Order 16-07, *Building a Modern Work Environment*](#), directs agencies to create policies and take actions toward creating a modern work environment that supports mobility. The Governor's Executive Order also identifies reporting requirements to measure progress on these actions.

A [Statewide Space Use Policy](#) was published by the Office of Financial Management (OFM) effective June 1, 2017, to provide an additional framework to support modernizing the workplace so that it is an efficient, purpose-driven space that aligns with the work and supports the state's effort to optimize its facilities footprint. [Revised Code of Washington \(RCW\) 43.82.055](#) requires OFM to enforce policies and workplace strategies that promote the efficient use of state facilities.

WSDOT, as a state agency, is also mandated by [Chapter 19.27A RCW](#) to reduce energy consumption in buildings. Right-sizing the workplace will also result in carbon pollution reduction.

In addition, Results Washington, [Goal 3: Sustainable Energy and a Clean Environment](#), establishes a measure to reduce transportation-related greenhouse gas emissions, and [RCW 70.94.547](#) directs agencies to take a leadership role in developing programs to reduce commute trips by state employees.

Results Washington, [Goal 5: Efficient, Effective, and Accountable Government](#), establishes measures to increase customer satisfaction and employee engagement.

C. Supersession

This Secretary's Executive Order supersedes and replaces Secretary's Executive Order E 1088.00 *Telework*, dated April 7, 2014. All references to the superseded E 1088.00 now reference E 1099.00.

II. Secretary's Executive Order

This Secretary's Executive Order authorizes strategies to implement the following required actions:

- A. Consider the Workplace Strategy Council's guidance led by OFM as the body responsible to oversee implementation of the [Governor's Executive Order 16-07](#). Visit the OFM [Building a Modern Work Environment](#) webpage for more information.
- B. Enable a mobile workforce.
- C. Create a modern work environment.
- D. Measure implementation of modern workplace strategies.

III. Information to Carry Out This Secretary's Executive Order

In support of this policy, WSDOT will do the following:

- A. **Encourage mobility.** WSDOT will adopt policies that support a culture of *it's what you do, not where you do it*. Policies must include suitability criteria, agency participation targets, and support of flexible work hours, telework, and technology that encourages mobility. WSDOT participation targets for 2020 are:
 - Telework: 12%
 - Flexible Work Hours: 63%
 - Compressed Workweek: 67%
- B. **Provide a workplace and tools that reflect a modern work environment.** Workplace decisions must take into consideration how space will be used to support the work being performed and the customers being served, in an efficient way that promotes flexibility, collaboration, and productivity.
 1. Work with OFM on agency-specific facilities goals documented in the state's 2017-2023 Six-Year Facilities Plan.
 2. Comply with the [Statewide Space Use Policy 1.01](#) for the efficient use of state facilities and in support of building a modern work environment.
- C. **Measure implementation of modern workplace strategies.**
 1. Together with other state agencies, increase participation in telework and for flexible work hours using targets set by the Workplace Strategy Council.
 2. Utilize the statewide Human Resource Management System (HRMS) to provide data on position suitability and employee participation rates to report progress each year.
 3. Utilize the Human Resource Management Report (HRMR) to report the status of work toward incorporating the concepts of the [Governor's Executive Order 16-07](#) into WSDOT culture.

4. Send a letter from agency leadership to OFM by January 1 each year, certifying that WSDOT has done each of the following:
 - a. Reviewed and updated policies to reflect this culture change.
 - b. Set telework and flexible work hours participation targets.
 - c. Provided training to employees and supervisors.
 - d. Actively worked toward creating a modern work environment.

IV. Contact for More Information

For more information about this Secretary's Executive Order, visit the WSDOT Building a Modern Work Environment intranet page for the contacts list.

V. References

- [RCW 19.27A](#) *Energy-Related Building Standards*
- [RCW 43.82.055](#) *Long-term facility needs – Six-year facility plan – Efficient use of state facilities.*
- [RCW 70.94.547](#) *Transportation demand management—Intent—State leadership*
- [Governor's Executive Order 16-07](#) *Building a Modern Work Environment*
- Results Washington [Goal 3](#): Sustainable Energy and a Clean Environment
- Results Washington [Goal 5](#): Efficient, Effective, and Accountable Government
- OFM [State Facilities Policy 1.01](#) *Statewide Space Use Policy*
- OFM [State Facilities Workplace Strategies and Space Use Guidelines](#)
- OFM [Building a Modern Work Environment](#) webpage
- *Human Resources Desk Manual M 3009, Chapter 30*, Telework Program
- WSDOT Building a Modern Work Environment intranet page

VI. Review and Update Requirements

When changes are necessary to update this document, inform the Assistant Secretary, Finance and Administrative Services. The Assistant Secretary, Finance and Administrative Services, reviews this document periodically and proposes updates to the Secretary of Transportation for approval.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.