

Rideshare Review

A bimonthly publication from Capitol Rideshare

September/October 2021



New remote work program website launched

Branded as Arizona's Connected Workforce, site reflects program changes

In late September, the state launched a stand-alone dedicated remote work website (remotework.az.gov) branded with the new program name Arizona's Connected Workforce (ACW). The new site reflects the changes to the program since the ACW initiative launched in July 2020.

First and foremost, the new site is full of resources for employees and supervisors. Up-to-date information regarding program policy, training requirements, and the remote work agreement are all available on the new site. There is also a new list of frequently asked questions (FAQs) aligned with the new program.

The screenshot shows the website header with the logo 'ARIZONA'S CONNECTED WORKFORCE' and navigation links: Home, About, Employee Resources, FAQs, and Contact. The main heading is 'Getting Started with Remote Work'. Below this are three columns:

- Requirements:** If you are a State employee who is interested in participating in remote work, start here to learn more about the requirements for participation, and find out if remote work is a good fit for you.
- Training:** State employees who plan to participate in remote work are required to complete statewide remote work training. This training is intended to equip employees and supervisors with the knowledge needed to have a
- Supervisor Resources:** The State of Arizona focuses on managing for performance over presence, and maintaining and strengthening performance and ability to better serve the citizens of Arizona. Learn more about best practices for managing and

The new website will highlight individual agency successes in space consolidation and cost-avoidance. The site hosts information about the Arizona Department of Administration (ADOA) General Services Division's space planning projects to reduce the state's real estate footprint and to accommodate virtual workers with hoteling space. Take a look at the [video walk-through](#) of the collaborative hoteling workspace at the newly renovated building at 1400 West Washington. The first floor of the building has been dedicated to new amenities including state-of-the-art video conferencing space and micro-market cafe with indoor/outdoor seating.

The website also will serve to educate the public about the program's success. Updated metrics will display successful remote work program milestones, such as the percentage and number of employees who are participating in the remote work program and pollution averted because of expanded program participation.

Contact:

Capitol Rideshare
100 N. 15th Ave.
Suite 301
Phoenix, AZ 85007
602.542.RIDE
RideshareHelp@azdoa.gov
CapitolRideshare.az.gov

Valley Metro will resume front door boarding on buses October 11

Valley Metro has announced a return to front-door boarding. Beginning Monday, October 11, bus riders will start using the front doors again to board. Here are some rider reminders so you are ready to enter through the front doors:

- Fare is required. You will need to use your [Platinum Pass](#) when you board. Be sure to check the expiration date on the back of the card. Remember, all Platinum Passes expired on September 30, 2020 and only employees who had used their cards within a year prior to the expiration had their transit cards renewed. If your card is expired, you will need to submit an application (mark this new) to your payroll unit.
- Wear your mask properly at all times. The [federal mandate](#) to wear a mask on public transit has been extended to January 18, 2022.
- Gather all your belongings. Please have all your stuff together before the bus arrives to board quickly.

Help fight transit fraud!

Employees are responsible for all charges incurred on their Platinum Pass until they notify their human resources department, in writing, that the pass is lost or stolen. **To prevent fraud:**

- Keep your pass secured.
- Check your paystub for charges, even when you have not used your pass.
- NEVER loan your pass to anyone else.
- Report your pass missing immediately, in writing, to your human resources liaison.
- If replacing, follow up with HR to ensure your missing pass has been replaced.

Department of Environmental Quality offers repair assistance for vehicles that fail emissions testing; restrictions apply

The Arizona Department of Environmental Quality (ADEQ), the agency charged with leading the state's compliance with the Clean Air Act, has a Voluntary Vehicle Repair Program (VVRP) that provides financial assistance to owners of eligible vehicles that have failed emissions testing. The funds (up to \$900) must be used to help pay the cost of repairs at an ADEQ-approved repair facility; vehicle owners are required to contribute a \$100 co-pay toward repairs. Vehicle owners that are required to test emissions in Maricopa, Pima, Pinal and Yavapai counties are eligible to take advantage of the program features

Save up to \$900 on emissions-related repairs.



You may qualify for the program if you meet all of the following requirements:

- You apply for the program within 60 days of failing a required emissions test.
- You are listed as the registered owner of the vehicle with the Arizona Department of Transportation Motor Vehicle Division and the vehicle has been registered for the past year. *Note that vehicles with expired registrations of 60 days or more are not eligible for the program.*
- Your vehicle's emissions control system has not been altered.

Participation in VVRP is limited to one vehicle per owner. Motor homes, motorcycles, salvage vehicles and fleet vehicles are not eligible to participate in VVRP.

Since Fiscal Year 2018, the VVRP has eliminated an estimated 823 tons of pollutants associated with vehicle emissions by facilitating repair or retrofit of more than 5,700 vehicles. VVRP also has saved participating vehicle owners more than \$2.79 million for these vehicle repairs. For more information about VVRP, visit the program information page at azdeq.gov/vvrp.

Congratulations to our RideAmigos contest winners!

Capitol Rideshare launched the RideAmigos monthly contests in June 2020 and employees are logging trips, earning points and redeeming the points to enter contests to win prizes! Remember, remote work days count as alternate modes—so log those remote work days! Below are lists of Commuter Club members who entered the contests and were randomly selected as winners via the RideAmigos gamification module.

Members of [Commuter Club](#) are eligible to join the fun and start redeeming their points for the chance to win a gift card! Here's how it works:

1. Log your alternate modes and collect your points.
2. Once you have at least 100 points, scroll to the bottom of your dashboard to your My Rewards section. Click on RideAmigos Sign Up and Trip Logging Points.
3. Under your points total, click on Show Details and Inventory.
4. The dashboard expands to show you the awards available to you and the points required to enter the drawing.
5. Click on the drawing you wish to enter. If you have the points available, you can redeem points for up to three entries. Example: If you have a points balance of 300 and each entry is 100 points, you can redeem the balance of your points for three drawing entries.

Start redeeming your points today—and if you haven't started logging your trips, get started! You can log previous trips up to 30 days! **If you need help learning how to log trips, please visit the [FAQs linked posted on Capitol Rideshare's RideAmigos information page.](#)**

August winners	Agency
Maria Morales	Dept. of Economic Security
Fran Parmenter	AHCCCS
Susanne Shurts	Dept. of Public Safety
Mandi Bradley	Dept. of Revenue
Leah Almond	ADOT
Alexa Kaumaya	AHCCCS
Nanci Sexton	Dept. of Child Safety
Gerardo Rodriguez	Corporation Commission
Erin McDowell	Dept. of Economic Security
Wayne Miller	Dept. of Environmental Quality
Fiona Donohoe	Dept. of Economic Security
Lora Riordan	Dept. of Administration
Mary Coyne	Registrar of Contractors
Marcus Antonna	Dept. of Child Safety
John Theisen	Dept. of Corrections
Megan Baker	Dept. of Education
Tammy Seilheimer	Auditor General's Office
LaKeisha Lewis	Dept. of Administration
Alicia Floyd	Dept. of Health Services
Lauren Prole	AHCCCS

September winners	Agency
Desiree Fizer	Dept. of Revenue
Leslie Biava	Dept. of Administration
Theresa Vencill	Governor's Office
Christy Garza	Dept. of Administration
Hannah Rodriguez	ADOT
Alexa Kaumaya	AHCCCS
Zachary Harris	Governor's Office
Edith Jerome	Dept. of Juvenile Corrections
Lucinda Feeley	Dept. of Health Services
Leah Almond	ADOT
Jennifer Herron-Ulmer	ADOT
Jesica Chernosky	Dept. of Public Safety
Maryanne Curfman	DEMA
Deborah Kimmick	Industrial Commission
Amy Heistand	Board of Nursing
Rebecca Cruz	ADOT
Alicia Floyd	Dept. of Health Services
Ben Black	ADOT
Cheryl Schnell	Dept. of Administration
Mandi Bradley	Dept. of Revenue

Coordinator's Corner

Valley Metro fall transit books coming soon

Capitol Rideshare staff will reach out to determine how many transit books your agency will require. Valley Metro announced this is the final printed transit book. They are directing transit users to download the new [Valley Metro: Plan & Track app](#) that features real time bus and light rail tracking and trip planning. For transit users who do not have a smart phone, they are encouraged to use the online trip planning tools at [ValleyMetro.org](#).

Platinum Pass final billing: time is critical

When employees leave state service, there is a [GAO process for canceling their Platinum Passes](#). It is essential that this is done in a timely manner—the last day should be no later than the Friday before payroll is due. For employees who tender a resignation with notice, the pass processor can go into HRIS and schedule the bus card cancellation date for the last day of employment. If the card is canceled later, the agency runs the risk of not getting the employee's portion of the transit fare via a payroll deduction—and the agency must pay that cost. Each month, Central Payroll receives a report of no-pay deductions because the final billing was not completed on time. Questions about this policy should be sent to Central.Payroll@azdoa.gov.

Please ensure employees use the HRIS 110 code for remote work

Employees who are working remotely should code each remote work day with the HRIS 110 code (110C for employee time spent working on COVID-19 related tasks while working remotely). In the month of August, more than 13,000 state employees recorded working remotely at least one day.

Capitol Rideshare is administered by the Arizona Department of Administration Human Resources Division; it is funded by the Federal Highway Administration through the Maricopa Association of Governments and by the Arizona Department of Environmental Quality.

Editor: Mary Marshall

Reminders & Notes

2022 Capitol Rideshare payroll calendars coming soon

Staff will be sending 2022 Capitol Rideshare calendars to agency travel reduction coordinators for distribution to members of the Commuter Club. Staff will provide a distribution list to the coordinators at each agency. Please request them from your agency's coordinator—Capitol Rideshare will not fulfill individual requests.

Emergency Ride Home is a perk of Commuter Club membership

The primary benefit of Commuter Club is to offer employees who use alternate modes of transportation an emergency ride home (ERH), up to twice per fiscal year, for unexpected emergencies. Examples of qualifying emergencies include medical emergency, family medical emergency or the commuter's carpool driver unexpectedly left early. ERH will return the employee to their car or their home. Please note: you must have a Lyft account to self-dispatch the ERH; Capitol Rideshare provides a voucher credit to pay for up to \$50 for an emergency ride. Visit the [Commuter Club page](#) for more information.

Reduced alt fuel vehicle license tax will be phased in per new law

In accordance with [Arizona Revised Statute \(ARS\) 28-5805](#), the vehicle license tax (VLT) for alternative fuel vehicles is determined by when the vehicle is initially registered by its owner. Per ARS 28-5805, beginning in 2023, alternative fuel vehicles will be assessed VLT using the same formula used for traditional vehicles. This phased-in approach will make the VLT formula used for alternative fuel vehicles the same as the formula used for traditional cars and trucks, bringing fairness to VLT assessments for all vehicles. Visit azdot.gov/altfuel for more information.



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