

# Rideshare Review

*A bimonthly publication from Capitol Rideshare*

May/June 2021



## **New Remote Work Agreement, training available**

*Training and agreement are updated to reflect policy changes*

At the onset of the COVID-19 public health emergency, state agencies quickly implemented broader use of remote work sites. Seeing improved efficiency and cost savings during 2020, the Governor's Arizona's Connected Workforce (ACW) initiative has helped to move the State of Arizona toward developing and sustaining a positive remote work culture.

Following the policy revisions to the state's telework program policy (ASPS/HRD-PA5.01, State of Arizona Remote Work Program) published in December 2020, the ACW team began working to update the training and the telework agreement. The new computer-based training includes an employee academy and a leadership academy for supervisors who are leading a team that includes remote workers. Each module runs 10-12 minutes. The employees academy course titles are TRP1001 Telework Basics, TRP1002 Communications, TRP1003 Home Office Safety, and TRP1004 Security. The leadership course titles are TRP2001 Benefits and Challenges of Remote Work, TRP2002 Effective Leadership Practices, TRP2003 Communications Best Practices for Leaders and TRP2004 Effective Performance management. The courses are available via TraCorp.

Likewise, the remote work agreement has been redesigned in a digital environment. Upon completion of the remote work training, the employee will complete the online remote work agreement (link available in [YES](#)) using the [Remote Work Agreement Guide](#). As the employee completes the agreement, he/she will incorporate the specific terms discussed with the supervisor (i.e., scheduled remote work days, the state-authorized equipment the employee will use; any conditions specific to this employee's remote work agreement required by the employing agency or supervisor).

Once the employee has completed and electronically signed the online remote work agreement, the employee will submit the form for review. The system will automatically forward the agreement to the employee's supervisor and upline manager for review and approval.

Remote work agreements must be renewed annually; the system will send an email reminder automatically two weeks before the renewal is due. Per the remote work program policy, an agency may terminate a remote work agreement at its discretion and an employee may request to terminate an agreement.

Information regarding training and the remote work agreement is available online at [capitolrideshare.az.gov/telework/training-remote-work-agreement](http://capitolrideshare.az.gov/telework/training-remote-work-agreement).

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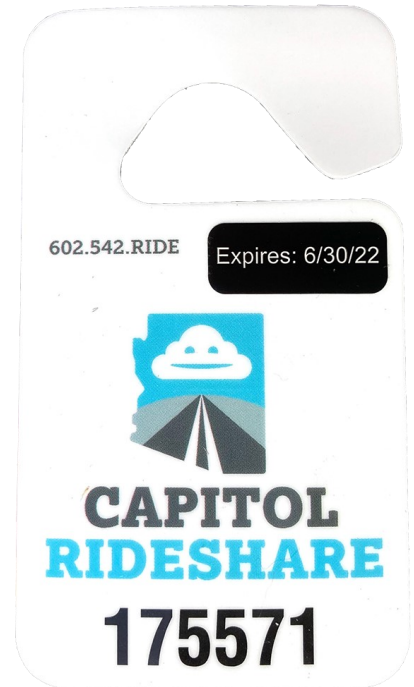
# Capitol Rideshare Carpool parking permit renewal finalizing

*All carpool parking permit renewals must be complete by June 30 for the new fiscal year*

Capitol Rideshare issues carpool parking permits to employees who carpool at least three times per week and the current parking permits are expiring June 30. The carpool parking permit renewal is being managed through Commuter Club powered by RideAmigos. Employees enrolled in Commuter Club who have indicated they carpool and who have a registered carpool permit number will automatically receive renewal stickers from their agencies' travel reduction coordinators.

You must have a current Commuter Club membership with your permit number on record to receive a 2022 renewal sticker. You should have received an email notification from your travel reduction coordinator. If you have not, please email Capitol Rideshare staff at [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov).

If you will no longer need your permit and you are able to do so, please return the permit to your Human Resources representative or send it via inter-office delivery to Capitol Rideshare, ADOA-HRD, 100 N. 15th Ave. If you are unable to return the permit, please email the permit number to [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov) so staff can cancel the permit.



## Downtown Phoenix bus stop changes

### Express and RAPID bus stop changes

If you're heading back to the office in downtown Phoenix, welcome back to your commute! RAPID and Express bus stops changed during Valley Metro's 2020 October service changes. Visit [valleymetro.org/pop](http://valleymetro.org/pop) to find your new bus stop locations.

### Local bus stop changes

Beginning June 14, the Central Ave/Van Buren Street bus stop, in front of the Westin Hotel, is only serving Route 0A—South Central Shuttle. The new bus stop on the southeast corner of Polk St./Central Ave. will be drop-off and pick-up for Routes 7 and 10 and drop-off only for Route 1. For more information on the downtown Phoenix bus stop changes, please read the notice posted at [valleymetro.org/news/operations-service/2021/06/downtown-phoenix-bus-stop-changes](http://valleymetro.org/news/operations-service/2021/06/downtown-phoenix-bus-stop-changes).

## Help fight transit fraud

A reminder for employees who have a Platinum Pass: 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 has been stolen. The Platinum Pass may be used only by the employee to whom it was issued.

### Steps to prevent fraud:

- Always keep your Platinum 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) by contacting your human resources liaison.
- Follow up with HR to ensure your missing pass has been replaced (Capitol Rideshare can check this as well).

Contact Capitol Rideshare staff with questions at [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov) or 602.542.7433.

# Congratulations to our RideAmigos contest winners!

Capitol Rideshare launched the RideAmigos monthly contests last summer—and employees are logging trips, earning points and redeeming the points to enter contests to win prizes! Remember, telework days count as alternate modes—so log those telework days! Below are the users who were randomly selected 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.](#)**

<b>April winners</b>	<b>Agency</b>
Rajinder Sullhan	Dept. of Revenue
Sharon Ringstaff	Dept. of Economic Security
Lucinda Feeley	Dept. of Health Services
Mandy Bradley	Dept. of Revenue
Fran Parmenter	AHCCCS
Cynthia Abrigo	Dept. of Liquor & License Control
Nidhi Krishna	AHCCCS
Fiona Donohoe	Dept. of Economic Security
Melanie Lam	Dept. of Economic Security
Stephanie Huang	Corporation Commission
Katie Ward	Dept. of Veterans Services
Rosalind Ricks	Dept. of Economic Security
A. Fernandez-Blackwood	ADOT
Nicole Kelsheimer	Dept. of Education
Ravenn Bang	Attorney General's Office
Desiree Fizer	Dept. of Revenue
Christie Abrams	AZ Schools for the Deaf & Blind
James Tiffany	Dept. of Health Services
Lakeicia Manuel	AHCCCS
Mark Rutter	AHCCCS

<b>May winners</b>	<b>Agency</b>
Elisa Koler	Dept. of Education
Nidhi Krishna	AHCCCS
Christina Weber	Dept. of Economic Security
Susanne Shurtz	Dept. of Public Safety
Anthony Spinella	Dept. of Child Safety
Caroline Shaffer	AHCCCS
Mandi Bradley	Dept. of Revenue
Diane McGinnis	Land Department
Tammy Seilheimer	Auditor General's Office
Barbara Rutledge	AHCCCS
Linda Heberling	Attorney General's Office
Jennifer Goetzke	Dept. of Economic Security
Steven Leibensperger	AHCCCS
Rand Rosenbaum	Supreme Court
Stephanie Chambers	Board of Nursing
Erica Johnson	AHCCCS
Sharon Ringstaff	Dept. of Economic Security
Barbara Sullinger	ADOT
Jennifer Widlowski	Dept. of Environmental Quality
Deborah Kimmick	Industrial Commission

## Coordinator's Corner

### 2021 agency survey reports

Staff has begun preparing individual agency survey reports using the 2021 travel reduction survey data. The reports measure each agency's progress toward reaching the goal of having no more than 60% of its employee commutes as single occupancy vehicle (SOV) trips. Once all reports have been completed, staff will post these to the survey results page on the Capitol Rideshare website and send an email notification to the coordinators. Please note: reports are prepared only for agencies with more than ten employees.

### Post-survey coordinator debrief

Staff will schedule a post-survey coordinator debrief over the summer. This will include a review of the survey process, high-level results and a discussion of the annual travel reduction plan. This will allow coordinators to share what worked well for them and what did not and how to improve the process. Before the debrief, staff will complete the agency report cards and post these to the Capitol Rideshare website.

### New hire packet materials

Onboarding new employees provides a great opportunity to introduce them to Capitol Rideshare services. If your agency is onboarding in person, please ensure your orientation includes the Capitol Rideshare new hire brochure, Platinum Pass application and 2021 Capitol Rideshare calendar. If your agency is onboarding in a virtual environment, please be sure to include the electronic versions of these documents in your communications with new hires. These are compiled in a [virtual new hire kit](#) that is posted on the [travel reduction coordinator page](#) of the website.

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

### Valley Metro's Independence Day service

In honor of the observed Independence Day, Valley Metro bus and light rail will operate on a Sunday schedule on Monday, July 5. There will be no RAPID and Express bus service. Customer Service will be closed. Valley Metro operates service near several Independence Day events happening this year. For more information, please be sure to visit [valleymetro.org/news/operations-service/2021/06/independence-day-service-and-events](https://valleymetro.org/news/operations-service/2021/06/independence-day-service-and-events).

### Reminder: Valley Metro requires face coverings for riders

Per a Centers for Disease Control (CDC) order, [Valley Metro requires riders to wear face coverings on all public transit services](#): bus, light rail, paratransit, Dial-a-Ride and vanpools. This includes on-board vehicles and at stops, stations and transit centers.

### Emergency Ride Home is a perk of Commuter Club

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. For more information regarding the Emergency Ride Home Program, be sure visit the [Commuter Club page](#) online.



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RIDESHARE**

*Ride smarter. Breathe easier.*