

Rideshare Review

A bimonthly publication from Capitol Rideshare

March/April 2022



Platinum Pass Pilot Program to offer fully subsidized transit cards for six months

Transit would be free for state employees utilizing Valley Metro options

For those employees who must travel into the office, Valley Metro Local, Express, and RAP-ID buses and light rail can get them to work without the hassle of traffic, often quicker than driving alone. Capitol Rideshare will launch a pilot program that will offer a fully subsidized Platinum Pass to state employees for six months, beginning on June 1, 2022, subject to the ongoing availability of funding. Currently, the state's Platinum Pass program provides a 50 percent subsidy and employees' half is paid via a payroll deduction, usually the second pay period of the month. Given the recent significant increase in gas prices, the pilot program is an effective option to support employees who must travel into the office one or more days per week. Valley Metro's website offers a variety of trip planning tools at www.ValleyMetro.org. Employees may also contact a Valley Metro route specialist directly at 602.253.5000.



Potential to extend the pilot program to the end of FY23

During the pilot program, Capitol Rideshare staff will analyze the ridership data and associated costs to determine if there is funding available to continue the fully subsidized program through the end of fiscal year 2023. Staff will keep employees up-to-date regarding any plans to extend the program and will notify employees prior to the pilot program conclusion, currently scheduled for November 30, 2022.

How to sign up for the Platinum Pass

To sign up for the Platinum Pass program, please visit the [Capitol Rideshare website](#) to learn more about the program and download the application (applications should be returned to the employee's human resources contact for processing; Capitol Rideshare staff cannot process Platinum Pass applications). Please allow two weeks to receive the card, which is mailed to the employee's home address. **Please note: transit charges will accrue on the Platinum Pass through May 2022. The 100 percent subsidy begins June 1, 2022.**

Contact:

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

Remote work agreement renewal process: what to know

In May 2021, the Arizona Department of Administration (ADOA) launched the online remote work agreement for employees participating in the state's remote work program. Each remote work agreement remains in effect for one year, then must be renewed. Employees will receive an email notification that their remote work agreement is set to expire within 14 days; the email will include a link to log into the YES portal (right; click LOG IN WITH SSO). If employees log in and try to start a new remote work agreement before their current one has expired, the form will automatically come up with the terminate option selected (below):

Username
[input field]
Password
[input field]
 Remember me
LOG IN
Forgot Password?
[input field]
LOG IN WITH SSO

STATE OF ARIZONA REMOTE WORK AGREEMENT

ARIZONA
DEPARTMENT OF ADMINISTRATION

Agency Name:
DEPT OF TRANSPORTATION

Employee Name (Last, First, MI):
LIVINGSTON, JONATHAN S

Employee's Position No.:
ADM00002

FLSA:
Exempt

Type of Request (check one):
 New
 Terminate

EIN:
714174

Job Title:
ADMIN ASST II

Current Agreement Start Date:
11/03/2021

Current Agreement End Date:
11/03/2022

Employees should instead check the new request option. This option will load the information from their current remote work agreement so they can review the current information and make any necessary changes, then submit it to their supervisor for review and approval. If the RWA expires before it is renewed, the form will default to new and only include the employee's HRIS information (agency name, employee name, EIN, position number, job title and FLSA designation). Employees must complete the other required fields in the document, then submit it for supervisor review and approval (refer to the revised [Remote Work Agreement Guide](#) for full details). Note: the upline manager will not need to approve unless the agency specifically requires this second line of approval. Employees who are experiencing technical issues with their online remote work agreement should email HRISServiceDesk@azdoa.gov.

Carpool parking permits must be renewed by June 30

Capitol Rideshare issues carpool parking permits to employees who carpool at least three times per week. Current permits are expiring June 30. The renewal process is being managed through Commuter Club powered by RideAmigos. Employees enrolled in Commuter Club who have a registered carpool permit number will receive renewal stickers from their agencies' travel reduction coordinators. You must have a current Commuter Club membership with your permit number on record to renew. If you do not have a valid record in RideAmigos, you will not be included on the renewal list. If you no longer need your permit, please return the permit to your Human Resources representative or send it via interoffice delivery to Capitol Rideshare, ADOA-HRD, 100 N. 15th Ave., #301, Phoenix, AZ 85007. If you are unable to return the permit, please email the permit number to RideshareHelp@azdoa.gov so staff can cancel the permit.

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](#).

February winners	Agency	March winners	Agency
Desiree Fizer	Dept. of Revenue	Eliza Ybarra	Attorney General's Office
Melanie Lam	Dept. of Economic Security	Patricia DiMaggio	Dept. of Economic Security
Jeffrey Law	Dept. of Revenue	Naomi Moreno	Dept. of Revenue
Susan Webner	ASRS	Elain Saborowski	Secretary of State
Maria Morales	Dept. of Economic Security	Sangita Shukla	Dept. of Economic Security
Janice Cruz	Dept. of Education	Stacey Lee	Dept. of Economic Security
Gerardo Rodriguez	Corporation Commission	Michael Scheller	Dept. of Economic Security
Lucas Erickson	Dept. of Health Services	Desiree Fizer	Dept. of Revenue
Terrence Follmer	Dept. of Economic Security	Nanci Sexton	Dept. of Child Safety
Christy Kramer	Dept. of Administration	Nicole Kelsheimer	Dept. of Education
Chris Feasel	Attorney General's Office	Chris Feasel	Attorney General's Office
Evie Williams	Dept. of Housing	Amy Heistand	Board of Nursing
Katie DiTullio	Dept. of Education	John Theisen	Dept. of Corrections
Christopher Manes	Supreme Court	Leslie Biava	Dept. of Administration
Michael Scheller	Dept. of Economic Security	Frances Savedra	Dept. of Economic Security
Marta Raiford	ADOT	Cynthia Leppell	AHCCCS
Shiela McCurdy	ADOT	Denella Kirkland	Dept. of Education
Jennifer Herron-Ulmer	ADOT	Megan Baker	Dept. of Education
Carolinne Shaffer	AHCCCS	Erica Johnson	AHCCCS
Matthew Hernandez	Dept. of Economic Security	Christina Weber	Dept. of Economic Security

Coordinator's Corner

Travel Reduction Survey is complete

The 2022 annual Travel Reduction Survey has concluded and the data has been exported for analysis. Many agencies reached 100% participation rate and nearly half of agencies reached 80% or better. We appreciate the efforts from all of the travel reduction coordinators—we know this is a labor intensive process for many of you. Thank you for making this year's survey administration a success!

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.

Please ensure employees use the HRIS 110 payroll code for remote work—but not for field work

Employees who are working remotely should code each remote work day with the HRIS telecommuting code 110. Please note: the telecommuting code should ONLY be used when an employee does not drive to the office and this should NOT be used by field workers. The intent of the 110 is to track the number of work commutes reduced via the state's remote work program (this has been in place for roughly two decades). **Since April 2020, more than 12,000 state employees in Maricopa County have recorded working remotely at least one day per pay period.**

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

Capitol Rideshare website is getting a new look

The State of Arizona is launching a new look and content management system for the state's collection of agency and program websites. The [Capitol Rideshare website](#) will migrate to this new system in May 2022. All of the current information will be available on the new site. If you have Capitol Rideshare pages bookmarked, please check the links after the new site launches to ensure your links are current and accurate.

Emergency Ride Home: Enroll now in Commuter Club for this benefit

Employees who use an alternate mode at least twice per week—carpool, transit, telework, compressed work week, electric vehicle, biking or walking—are eligible for free membership in Commuter Club. This includes an emergency ride home (ERH) from work, up to twice per fiscal year, for unexpected emergencies. Please note: you must have a Lyft account to self-dispatch the ERH; Capitol Rideshare provides a Lyft voucher credit to pay for up to \$50 for an emergency ride. Visit the [Commuter Club page](#) to learn more.

Masks are optional on Valley Metro transit

The Transportation Security Administration (TSA) has lifted its federal mask mandate. Masks are now optional and no longer required for riders or employees of the Valley Metro system. The [CDC continues to recommend masks](#) in indoor public transportation settings.

Spring 2022 Valley Metro service changes

Service changes for Valley Metro routes began on April 25. All riders are encouraged to check their route at valleymetro.org/service-changes.



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RIDESHARE**

Ride smarter. Breathe easier.