



# THE STATE OF GEORGIA

## EXECUTIVE ORDER

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BY THE GOVERNOR:

**WHEREAS:** Every day, state employees commuting to work in metro-Atlanta lose valuable time sitting in traffic—time that would be better spent working for Georgians; and

**WHEREAS:** Approximately 62,000 state employees spend an estimated 340,000 hours per week on metro-Atlanta's crowded roads, almost entirely during the morning and afternoon rush hours; and

**WHEREAS:** Almost 9,300 state employees commute to the Capitol Hill Complex and the immediate surrounding area on a daily basis, traveling through the center of Atlanta and on Georgia's busiest thoroughfares; and

**WHEREAS:** Expanding beyond the traditional work week schedule will enhance the productivity and efficiency of state employees as well as improving road conditions and the flow of workers and goods for the private sector.

**NOW, THEREFORE, BY VIRTUE OF THE POWER VESTED IN ME AS GOVERNOR OF THE STATE OF GEORGIA, IT IS HEREBY**

**ORDERED:** That the Georgia CommuteSmart Program be initiated and that all state agencies implement one or more form(s) of the following flextime options: Option (1) Alternative Hours—allow employees to arrive and depart at set times that facilitate non-rush hour commutes; Option (2) 4-Day Workweek—allow employees to work extended days, fulfilling work obligations within four days; Option (3) Teleworking—allow employees to work from home, typically for some prescribed portion of the workweek; Option (4) Commute Alternatives—encourage and facilitate carpooling and transit.

**IT IS FURTHER**

**ORDERED:** Due to the diverse functions performed by state agencies, agency heads shall lead this process and determine which strategies are best suited for their employees. A diverse collection of plans should be developed by agencies as they work toward getting state employees off of metro-Atlanta's roads during rush hour.

**IT IS FURTHER**

**ORDERED:** Beyond the four options listed above, the following guidelines shall be developed in each agency's program: (1) CommuteSmart shall be implemented in a way that facilitates excellent service and functionality during business hours of the traditional five-day work week; (2) not all jobs will be eligible for CommuteSmart; (3) avoid strategies that create new facility and energy cost; (4) agency heads have complete discretion over who to include in this effort; (5) agency heads shall work with IT departments and/or Georgia Technology Authority to ensure the highest security of information; (6) agency heads may choose to pilot CommuteSmart plans for a specific period of time to gauge effectiveness; (7) while CommuteSmart is targeted at state employees whose agency is based in the 10-county metro-Atlanta area, similar efforts across the state are encouraged.

**IT IS FURTHER**

**ORDERED:** To ensure that the options outlined in Georgia CommuteSmart are being utilized in a way that enhances the efficiency and service levels of state government, participating agency heads shall submit a simple annual Efficiency and Service Levels Survey verifying that Georgia CommuteSmart is being implemented effectively. The first Efficiency and Service Levels Survey shall be distributed in September 2013 and due back to the office of the Chief Operating Officer in the Office of the Governor on October 1, 2013, and subsequently on October 1 of every year thereafter.

**IT IS FURTHER**

**ORDERED:** Representatives from Georgia's Clean Air Campaign shall assist agency heads and/or their designees in the implementation process. Leveraging their expertise and the tools already in place will allow the Georgia CommuteSmart program to be tailored to each agency and assist with training.

This 6 day of September, 2012.

*Nathan Deal*

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**GOVERNOR**