



Maricopa County Air Quality Department
Substantive Policy Statement: SPS-2021-001
Travel Reduction Program – Telework Plan
Issue Date: February 2, 2021

Approved by:

A handwritten signature in black ink, appearing to read "Jerry Geering", written over a horizontal line.

Jerry Geering, Chairman
Travel Reduction Program Regional Task Force

A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the county and does not impose additional requirements or penalties on regulated parties or include confidential information or rules or ordinances adopted pursuant to Arizona Revised Statutes (A.R.S.) Title 49 (The Environment), Chapter 3 (Air Quality). [A.R.S. §§ 11-1601(8), 49-471(17)]

If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under A.R.S. § 41-1033 for a review of the statement. [A.R.S. § 41-1033]

An applicant for a license subject to A.R.S. Title 11 (Counties), Chapter 11 (County Regulations), Article 1 (General Provisions) may request a county to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement, or authorized substantive policy statement affecting the procurement of that license by providing the county with a written request that satisfies the requirements of A.R.S. § 11-1609(A). [A.R.S. § 11-1609]

I. Purpose

This substantive policy statement (SPS) provides the telework plan as an alternative to the Maricopa County Travel Reduction Program (TRP) travel reduction plan (plan).

II. Applicability

This SPS applies to all participating employers in TRP, who choose to submit a telework plan instead of a TRP plan.

III. Statutory Authority

A. A.R.S. § 49-581, *et seq* [Title 49-The Environment, Chapter 3-Air Quality, Article 8-Travel Reduction Programs]

IV. Divisions Affected

A. Travel Reduction and Outreach

V. Definitions

For the purposes of this SPS, the following definitions apply. If any of the rules referenced for these definitions are revised, the most recently revised rule for that definition applies.

- A. Major Employer (Employer)** - A sole proprietor, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, school, district, or other individual or entity, public or private subject to the applicability section of Maricopa County Air Pollution Control Regulations P-7 (Travel Reduction Program).
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- B. Maricopa County Travel Reduction Program (TRP)** – The Travel Reduction Program mandated by A.R.S. § 49-581, *et seq.* that is administered by Maricopa County staff.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- C. Plan Year** - The period of time from the date the original travel reduction plan was submitted until subsequent travel reduction plan submission.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- D. Single-Occupancy Vehicle (SOV)** – A motor vehicle, including motorcycles, occupied by one employee or student for commute purposes.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- E. Single-Occupancy Vehicle Miles Traveled (SOVMT)** – The number of miles traveled by an SOV from commute trips.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- F. Telework Plan** - A written report describing teleworking measures that a major employer intends to implement.
- G. Travel Reduction Measure (Measure)** – An incentive or disincentive intended to reduce the rate of SOV commute trips or the rate of SOVMT.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- H. Travel Reduction Plan (Plan)** – A written report describing travel reduction measures and/or equivalent emissions reduction (EER) measures that a major employer intends to implement.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- I. Travel Reduction Program** – A program that develops, implements, and maintains a travel reduction plan by an employer that includes returning the employer report for the annual survey; administering and returning the annual survey; developing, submitting, and implementing a travel reduction plan; and maintaining documentation/records.
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]
- J. Travel Reduction Program Regional Task Force (Task Force)** - The Travel Reduction Program Regional Task Force designated by the Board as the responsible agency to implement and enforce the Maricopa County Air Pollution Control

Regulations P-7 (Travel Reduction Program) and established in Maricopa County by A.R.S. § 49-581, *et seq.*
[Maricopa County Air Pollution Control Regulations P-7-Travel Reduction Program]

VI. Discussion

The TRP requires major employers with 50 or more employees and schools with driving-aged students to encourage alternative modes of transportation to reduce single-occupancy vehicle (SOV) trips and single occupancy vehicle miles traveled (SOVMT) to improve air quality.

TRP's overall goal is to reduce SOV trips and miles traveled within Maricopa County. Each employer must strive to achieve a minimum 60 percent SOVMT. To attain this goal, employers and students are asked to reduce SOVMT to the work site by a minimum of ten percent each year for five years and then five percent for three additional years until they reach the target of having only 60 percent of their workforce driving alone.

Progress is tracked through an annual commuter survey of employer/student sites. Employers utilize the results of the survey to develop an annual plan. The plan commits the employer to implementing various measures in order to change commute behavior of employees and students. Teleworking is one of those measures.

Teleworking has become a much more common and accepted employer practice, so a telework plan, as an alternative to the standard TRP plan, has become necessary.

VII. Procedures

A. General Procedures

1. The procedures described in this SPS are an alternative to the standard TRP plan.
2. Employers submitting telework plans under this SPS are still obligated to comply with all other applicable requirements of TRP.
3. If the conditions of this SPS are not met, the procedures used to resolve instances of non-compliance with TRP will apply.

B. Procedures for Implementing a Telework Plan as an Alternative to the Standard TRP Plan: In order for an employer to implement a telework plan in lieu of a TRP plan, the employer must meet all of the following criteria:

1. Have a minimum of 60 percent of employees teleworking within Maricopa County at least two days per week throughout the plan year.
2. Survey all employees, including teleworkers, as required by A.R.S. § 49-588 and Maricopa County Air Pollution Control Regulations P-7 (Travel Reduction Program).

3. Submit an approvable TRP telework plan to the Task Force.
 - a. Follow the TRP telework plan form
 - b. Follow the instructions in the TRP handbook
4. Submit employer telework agreements and supporting documentation.
5. Submit the following supporting documentation with the TRP telework plan:
 - a. Teleworker verification documentation that validates the number of participating employees being claimed in the TRP telework plan.
 - b. Itemized documentation and supporting documentation for each teleworking subsidy measure identified in the TRP telework plan.

VIII. References

- A. Maricopa County Air Pollution Control Regulations P-7 (Travel Reduction Program)
- B. Maricopa County Travel Reduction Program (TRP) Handbook
- C. Maricopa County Travel Reduction Program (TRP) Telework Plan form

IX. Revision History

Version	Date	Description
1.	02-02-2021	Initial version
2.		