



**Washington State  
Department of Transportation**

## Memorandum

December 29, 2014

TO: Stacy Trussler, Urban Planning Office Director

FROM: Kerri Woehler, Multimodal Planning Division Director *KW*

SUBJECT: Telework

You asked me to share with you my assessment of your position for telework. Please note that the evaluation below refers to regularly scheduled telework days. An agreement covering inclement weather would be appropriate for your position, as would occasional work from home when determined most efficient due to travel schedule.

I'll begin by reminding you that telework is a management tool, not an employee entitlement. A position that is telework-eligible is defined as a position that can be performed remotely without impacting service quality or organizational operations.

When evaluating positions I focus on the essential job functions/assigned work activities outlined in the position description. I also consider the level of the position and associated supervisory/management level, as well as whether the person represents WSDOT outside the agency and how important it is for the person to work in teams. The impact and consequence related to the authorities of the position are also factors in the review.

As stated in your position description, you direct and provide leadership for the UPO office and represent the Secretary and WSDOT as a voting member of numerous politically sensitive boards and committees. The level of independence in decision-making abilities is very high. Key areas of influence include:

- Directs and provides leadership for UPO
- Guides development of the office so that WSDOT continues to be recognized as a significant entity in shaping regional transportation policies and programs.
- Works with Secretary's office, Multimodal Planning, Tolling division, Northwest and Olympic Regions and other WSDOT divisions to refine and implement WSDOT's congestion relief strategy, the Moving Washington Program.
- Works with other WSDOT divisions to ensure freight-, TDM- and transit-related strategies are accurately represented in the Regional Transportation Plan.

Staff relies on the UPO Director for decisions in the following situations:

- For deviations from the work plan and budget they have developed
- For review of potentially sensitive public documents

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- In responding to elected officials or senior agency staff
- For decisions regarding who should respond to media inquiries
- When significant disagreements evolve between key agencies and stakeholders
- For interpretation of state policy
- For approval of invoices

Representing the Secretary and WSDOT as a voting member on numerous politically sensitive boards and committees is a key responsibility of your position and requires considerable time out of the office for travel and meetings. Effective direction of the Urban Planning Office requires your presence to set the tone for the team, to be effective in the areas of influence outlined in your position description, and to be available to your staff to provide feedback and decisions in the situations described above. In my view, these duties of the UPO director cannot be performed remotely without adverse effects. For that reason, I have determined the position is not suitable for telework.

Attachment: Telework Employee Determination Checklist Tool

cc: Heidi Mabbott, HR Consultant

## TELEWORK EMPLOYEE DETERMINATION CHECKLIST TOOL

This tool will assist in determining whether telework is appropriate for an employee. If the answer to any of the following questions is "no," it is **suggested** that telework is not an appropriate option. Please consult the Telework Expert or an HR consultant if a no is selected. Attach all documents to support your "no" answer(s).

1. The employee is self-motivated and responsible. ☐ Yes ☐ No
2. The employee is able to work independently. ☐ Yes ☐ No
3. The employee is familiar with the job requirements. ☐ Yes ☐ No
4. Many of the employee's duties may be performed remotely. ☒ Yes ☒ No
5. The employee is aware of the agency's procedures. ☐ Yes ☐ No
6. The employee meets standards in his/her current position. ☐ Yes ☐ No
7. The employee is an effective communicator. ☐ Yes ☐ No
8. The employee is not currently serving a probationary trial or service or transition review. ☐ Yes ☐ No
9. The employee has not received corrective or disciplinary action in the last year. ☐ Yes ☐ No
10. The supervisor is committed to discussing expectations of the telework day with the employee. ☐ Yes ☐ No

See position description:

- Assigned work activities
- Accountability - Scope of Control & Influence