

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 18 FY 08/09  
DATE August 15, 2008

**AN ORDER TO PROMOTE ALTERNATIVE WORK SCHEDULES TO  
REDUCE COMMUTING COSTS**

**WHEREAS**, the recent and sustained rise in the cost of gasoline does not appear likely to subside in the immediate future; and

**WHEREAS**, Maine government is seeking to provide immediate relief to its employees from rising commuting costs; and

**WHEREAS**, maintaining current services to the public remains paramount; and

**WHEREAS**, Maine is seeking new ways of doing business to reduce energy consumption; and

**WHEREAS**, Maine government has an opportunity to lead by example and encourage other businesses to increase conservation by implementing alternative work schedules and telecommuting practices; and

**WHEREAS**, alternative work schedules and telecommuting are currently allowed yet may not be fully utilized;


**NOW THEREFORE**, I, John E. Baldacci, Governor of the State of Maine, do hereby direct the following:

1. Supervisors and managers are encouraged to seek ways to grant voluntary employee requests for telecommuting or alternative work schedules, provided current services to the public are maintained and an agency's operations are not otherwise adversely impacted.
  - a. State government will continue to serve citizens Monday through Friday during usual business hours.
  - b. State agencies will be required to report its alternative work schedule efforts to the Department of Administrative and Financial Services (DAFS), Bureau of Human Resources.

2. Employees who may not be interested in or may not be able to participate in telecommuting/alternative work schedule options are encouraged to pursue alternative travel options and their supervisors and managers should seek ways to grant requests for schedules that would allow participation in these programs without adversely impacting an agency's operations.
  - a. This may include the use of the GOMaine vanpools and the Maine Commuter Connects carpool matching service available through GOMaine ([www.gomaine.org](http://www.gomaine.org)), as well as the ZOOM Maine Turnpike Express and other shuttle bus alternatives, where available. ([www.shuttlebus-zoom.com](http://www.shuttlebus-zoom.com)).
  - b. The Maine Department of Transportation maintains a number of Park and Ride lots to encourage and promote carpooling ([www.exploremaine.org/parkandride/index.htm](http://www.exploremaine.org/parkandride/index.htm)).
3. Beginning immediately a specific pilot program will be implemented within DAFS that seeks to have 95% of eligible requests for an alternative work schedule by employees granted. This pilot will run through December 31, 2008 at which time the program will be evaluated to determine its impact on energy use, employee productivity, customer service, and employee satisfaction/participation.
  - a. Employees will not be mandated to change their schedules and participation will be voluntary.
  - b. The goal will be to increase participation by having supervisors and management more receptive to alternative work schedules.
  - c. The results of the pilot and the evaluation prepared by DAFS will determine if the program will be expanded to all state agencies and will provide valuable feedback and guidance to successfully implement statewide.

**Effective Date**

Effective date of this Executive Order is August 15, 2008.

  
John E. Baldacci, Governor