



GO COAST
CAPE FEAR'S OFFICIAL AGENCY
FOR SMART TRANSPORTATION

**Go Coast Committee
November 17, 2022 Meeting Agenda**

To: Go Coast Committee Members
From: Emma Stogner, Associate
Transportation Planner
Date: November 10, 2022
Subject: November 17, 2022 Meeting

A meeting of the Wilmington Urban Area MPO's Go Coast Committee will be held at 305 Chestnut Street, 4th Floor, Wilmington, NC, on Thursday, November 17th at 3:00 PM.

The following is the agenda for the meeting:

1. Call to Order
2. Introductions
3. Approval of the Agenda
4. Approval of August 2022 Minutes
5. Old Business
 - a. Brunswick Heritage Riverside Ride
 - b. 2022 Commuter Challenge
 - c. Sales Tax Referendum
6. New Business
 - a. Share the Ride NC
 - b. Go Coast Model Policy Implementation
 - c. Committee Recruitment
 - d. Year of the Trail
7. Discussion
 - a. Open Discussion
8. Updates
 - a. Next Meeting February 16, 2022, at 3pm
9. Adjournment

Attachments:

- August 2022 Minutes
- Commuter Challenge Results
- Go Coast Alternative Work Schedule and Telecommuting Model Policy
- <https://greattrailsnc.com/>



**Go Coast Committee
August 18, 2022 Meeting Minutes**

Members in Attendance

Emma Stogner
Lynn Sylvia
Wendy Giannini-King
Jared Nelson
Deborah Porterfield
Zachery Dickerson
Brianna D'Itri

Others in Attendance

Abby Lorenzo

1. Call to Order
The meeting was called to order at 3:06 p.m.
2. Approval of the Agenda
Deborah Porterfield made a motion to approve the agenda which was seconded by Brianna D'Itri. The motion passed.
3. Review of the Work Plan and Meeting Schedule
The committee did not make any changes to the work plan. Jared Nelson made a motion to approve the work plan which was seconded by Lynn Sylvia. The motion passed.
4. Presentations
 - a. New Hanover County Sales Tax Referendum
Abby Lorenzo and Brianna D'Itri gave a presentation on the New Hanover County Quarter Cent Sales Tax Referendum. They reviewed potential projects that could be carried out if the referendum passed, as well as the costs to constituents.
5. Old Business
 - a. Bike Share Update
Emma Stogner shared that the selection committee met to review bike share proposals for the region. The committee voted to reject all proposals and publish a new RFP. The WMPO intends to publish another RFP in late fall.
 - b. Model Policy Update
The alternative work schedule and telework policy was approved by the WMPO Board.

- c. 2022 River to Sea Bike Ride Recap
The River to Sea Bike Ride took place in May and had a total of 333 participants.

6. New Business

- a. 2nd Annual Brunswick Heritage Riverside Ride
Emma Stogner announced that the Brunswick Heritage Riverside Ride will take place on September 24th. She asked for volunteers from the committee.
- b. 2022 Commuter Challenge
The Commuter Challenge is set to take place from October 14th through October 30th. The committee discussed changing the name of the challenge for next year. The committee also expressed the desire for the challenge to have a leaderboard.
- c. 2022 Congestion Management Process Status
The Congestion Management Process is being updated and is nearly finished. This will inform planners of where traffic is the worst in the region as well as potential mitigation policies.
- d. Election of Officers
The committee nominated Jared Nelson for the position of Vice Chair. Deborah Porterfield made a motion to elect Jared which was seconded by Brianna D'Itri. The motion passed.

7. Discussion

- a. Open Discussion
The committee discussed recruiting new members, especially targeting larger employers.

8. Updates

- a. WMPO Bike Suitability Map Update
Emma Stogner shared the bike suitability maps had been published and offered maps to the members.
- b. Next Meeting November 17, 2022, at 3pm

9. Adjournment

Brianna D'Itri made a motion to adjourn which was seconded by Zachery Dickerson. The motion passed.

Attachments:

- FY22 Go Coast Work Plan

Cycling was the most popular mode choice

Work was the most popular destination

14 prizes awarded

\$753 saved on gas

938 miles of walking and cycling

20 participants

Walking was the second most popular mode choice

5,061 Miles Traveled

Shopping was the second most popular destination

Teleworking was most common "other" option

Sponsored by 7 businesses

Carpooling saved the most VMT

Alternative Work Schedule and Telework Schedule Model Policy

Wilmington Urban Area Metropolitan Planning Organization Go Coast Program

PURPOSE

This model policy was developed by the Wilmington Urban Area Metropolitan Planning Organization's (WMPO) Go Coast Committee. Go Coast, the region's Transportation Demand Management Program, aims to reduce traffic congestion caused by the use of single occupancy vehicles by emphasizing the movement of people over motor vehicles. Go Coast attempts to mitigate traffic congestion by encouraging the use of alternative transportation such as bicycling, walking, carpooling, using public transit, and teleworking; so that while the population of the region grows, our time spent in a vehicle does not. This model policy is intended to be used as a resource for Wilmington area employers to guide regulations and expectations surrounding alternative work schedules and telework schedules.

COVID-19 has had a clear effect on working trends. Prior to the pandemic, a reported 25% of WMPO Area residents worked from home at least one day a week. That number increased to 69% by July 2020. 61% of these respondents also claimed they were just as, if not more, productive while working from home compared to in an office setting. The City of Wilmington 2021 Citizen Survey revealed that residents view increasing traffic congestion is the principal challenge facing the city today.

According to data provided by the United States Census Bureau, the population in the WMPO region is expected to increase by 40% by the year 2045; the population in Wilmington alone is expected to increase by 50%. Go Coast works to increase the utilization of alternative transportation to mitigate traffic congestion and reduce the number of multi-million-dollar roadway projects needed to accommodate more personal vehicles. These trip-reduction strategies can have a positive impact on roadway congestion, specifically during peak commuting hours, and can be an effective benefit to employees. By enabling WMPO area employees to utilize alternative work schedules and telework schedules, local employers may see improved employee satisfaction, increased retention, reduction in overall absenteeism, reduced office space costs, and a reduction in the need for parking infrastructure.

Alternative work schedules and telework schedules may be requested and provided for a number of reasons. Work-life balance, family commitments, commuting distance, and personal preference are examples of valid motives for adopting an alternative work or telework schedule. This model policy may be used as a guide for any WMPO area organization that wishes to implement or amend an alternative work schedule or telework schedule policy. As a model, the language in this policy may be revised to best suit the organizations' needs.

POLICY

Employees may request to work a schedule other than the traditional work hours of 8:00am – 5:00pm Monday through Friday. Requests may be formally submitted by the employee to their direct line manager. Upon approval, the Department Lead will give notice to Human Resources if the employer elects for Human Resources to keep a record of individuals participating in an alternative work schedule or teleworking schedule. The total work hours required each week cannot be altered by a flexible work schedule, nor will flexible schedules result in overtime. Part-time, probationary, and temporary employees may also be assigned an alternative schedule at the discretion of the department.

1.0 Guidelines

- 1.1 An employee may request an alternate work schedule or teleworking schedule by submitting the request in writing to their immediate supervisor. The supervisor will provide a recommendation to the Department Lead. The Department Lead will provide final approval or denial of the request. A written notice of approval or denial will be provided by the Department Lead to the requestor.
- 1.2 Employees should consult with supervisors in composing schedules that allow the employee to complete their duties under adequate provisions for security, supervision, facilities and/or personnel access.
- 1.3 Service to customers and the employees' personal safety must be considered in reviewing flexible schedule arrangements.
- 1.4 Accessibility during a majority of business hours is required for the adoption of an alternative work schedule or teleworking schedule.
- 1.5 The utilization of alternate work schedules or teleworking schedules will in no way alter pay periods, pay days, leave policy or procedures, or any other administrative processes. Failure of the individual or department to comply with time reporting requirements will result in disqualifying the work.

2.0 Alternate Work Schedule and Telework Options

- 2.1 **Flex-Schedule** – A standard workweek (40-hours for full-time employees) is completed but there is flexibility in establishing daily start and quit times. Days of the workweek may have varying start and quit times, but the pattern should recur or be consistent over each workweek. For example: a flex-schedule could include working on-site from 7 am to 4 pm, or 9 am to 6 pm, in contrast to the traditional 8 am to 5 pm schedule.
- 2.2 **Compressed Workweek** – Alternative work arrangement where a standard workweek is reduced to fewer than five days, and employees make up the full number of hours per-week by working longer hours. Examples of this option include working four, ten-hour days or 4, nine-hour days and a half day on a fifth day.
- 2.3 **Teleworking** – An alternative work option where at least one or more days per pay period are worked from a secondary work location. While teleworking, an employee may be assigned a flextime, compressed or conventional work schedule.

- 2.3.1** As a standard, the employee must provide, at their own cost, adequate high-speed internet access if their telework requires connectivity to the internet or access to the organization's network. The employer shall provide installed software on the employee's computer to allow secure network connections.
- 2.3.2** Supervisors shall set clear expectations for the employee(s) while teleworking and should evaluate this work option regularly.
- 2.3.3** Employees who telework outside the office setting are still responsible for complying with all of the organization's policies and procedures.

- Department Leads set the expectations for operational needs and are, therefore, responsible for approving telework schedule requests based upon the operational needs of their department. Here are some things for Department Leads to consider when approving telework schedules for their employees:
 - Will the employee's direct supervisor be able to effectively supervise the employee that has a telework schedule?
 - Are onsite meetings/interaction with supervisors and other employees necessary for the type of work the employee does?
 - Are documents the employee uses available electronically?
 - Should any training be completed before allowing the employee(s) to telework?
 - Is the employee(s) in possession of the appropriate equipment to effectively telework?
 - Does employee meet performance expectations to telework effectively?
- Supervisors are responsible for setting clear expectations for employee(s) while teleworking. Expectations for teleworking should be agreed to and documented prior to approving the request. These expectations should address all the following issues:
 - Agree upon the office hours or regularly scheduled times that the employee(s) will be available.
 - Determine timelines for responding to emails and phone calls.
 - Supervisors must determine and then communicate to the employee(s) the appropriate means for clocking in/out or reporting time.
 - If working with confidential material/information, supervisors must ensure the employee has a private office or location to work remotely so information is not shared with others.
- Supervisors and Department Leads are responsible for determining the effectiveness of the alternative work schedule or teleworking schedule once it has been approved. Here are some considerations for Supervisors and Department Leads when evaluating whether an alternate work schedule is working:
 - Regularly check to see if the employee's work assignments are being completed accurately and in a timely manner.
 - Depending on the nature of the employee's work, Supervisors may request employee(s) to keep a log of the various action items they are working on and to report project completion on a regular basis.
- If it is determined that an alternative work schedule or teleworking schedule is not effective for a particular employee, a Supervisor or Department Lead may revoke the arrangements previously agreed upon and return the employee back to their regular schedule. Supervisors may also amend these agreements at any time in order to suit changing department needs.