

# Frequently Asked Questions

## 1. How is 'commute' defined?

A commute is the distance to and from your official duty station.

## 2. What about our employees out in the field for weeks or months at a time?

A form is not required from those employees that are frequently out of the office for long periods of time for their job.

## 3. How do we code someone who is out-of-town on business or on vacation?

Employees who travel occasionally for work or are on vacation should indicate DW on their work schedule.

The purpose of this exercise is to look for real, long-term changes to every day habits. Traveling for a couple days out of the month is not a long-term change.

## 4. What is considered a 'compressed work week'?

If your schedule is comprised of four ten-hour shifts per week, report your work schedule as a compressed workweek.

## 5. How is 'flex' determined?

With the exception of a compressed workweek, report any work schedule other than 8:00 a.m. to 5:00 p.m. as flex (e.g. 7:00 a.m. to 4:00 p.m., 9:00 a.m. to 6:00 p.m., etc.).

NOTE: For those of you in Districts 1 or 2 that work 7:00 a.m. to 4:00 p.m., you should report your work schedule as flex as well.

## 6. Do we code weekends as 'DW' (didn't work)?

Unless your normal work schedule includes the weekend, leave weekends blank.

## 7. Where do I enter my commute information for July, August, and September?

You can find the worksheets for July, August, and September on the tabs at the bottom of the workbook.

## 8. At the bottom, it states: To & From Work Totals for bike/walk, Bus, carpool, etc. Can I assume you want number of incidents (as opposed to days) in those fields?

When the form was created, we approached that area assuming that individuals got to and from work the same way. If someone carpooled to work, they likely carpooled home. Therefore, you would only need one code for Commute each day.

## 9. Other questions?

Contact your business manager or assigned administrative contact. Ily for you.