

20 EMPLOYER
RECOGNITION
18 AWARDS



LEADERS

Awards are given in the following categories:

INCENTIVES

Offering a host of commuter incentives to encourage and reward employees for using alternative means of transportation to and from work.

MARKETING

Educating about and advocating for alternative commute options, and promoting its merits in an influential and informative way.

TELEWORK

Providing a policy framework and technology to allow employees to seamlessly work from home, or at a local telework or co-working center, one or more days per week.

Has your organization made a difference in any of the following areas? If so, apply now.



TELEWORKING

Providing management support, training, and technology to enable employees to work from home, a remote office, or co-working space, either on a part-time, full-time, or occasional basis.

TRANSIT AND VANPOOLS

Offering monthly transit and vanpool pre-tax or direct benefits, through SmartBenefits®. Providing shuttle services to and from the workplace and transit stations.

BICYCLING AND WALKING

Providing bike racks, lockers and/or shower facilities for bicyclists and walkers. Offering a direct monthly bicycle benefit for purchases, improvement, repair, or storage.

RIDESHARING

Promoting Commuter Connections' free Ridematching services for carpools and vanpools, or providing your own on-site employee ridematching service.

PARKING STRATEGIES

Offering reduced parking fees and/or preferred parking spaces for carpools and vanpools.

DISCOUNTED MEMBERSHIPS

Offering discount memberships to nearby gyms, bikesharing and/or carsharing services.

WORK SCHEDULE ALTERNATIVES

Offering flexible or staggered start and end times, or compressed work week schedules such as 4 days/40 hours, or 9 days/80 hours.

AIR ALERTS

Receiving free e-mail Alerts from Clean Air Partners about forecasted unhealthy Code Orange/Red days to encourage employees to improve air quality by teleworking, bicycling, walking, ridesharing or taking transit.

GUARANTEED RIDE HOME

Promoting and/or supplementing Commuter Connections' free emergency ride home program for employees during unexpected personal or family emergencies/illnesses, or unscheduled overtime.

CLEAN ENERGY VEHICLES

Providing electric car charging stations or a company fleet of clean energy vehicles or hybrids.



A bit about last year's 2017 winners:

MARKETING

American Society of Health-System Pharmacists Bethesda, MD

The American Society of Health System Pharmacists (ASHP) is a national professional organization with nearly 45,000 members. For 75 years, ASHP has been at the forefront of efforts to improve medication use and enhance patient safety. ASHP's commuter program is covered extensively with new hires. In addition, the organization maintains a transportation page on its intranet site. ASHP established a Green Committee to coordinate and promote events such as the Capital Crescent Trail cleanup, and an Adopt-a-Highway sponsorship.

Of its 217 employees in the Washington, DC area, 50 percent participate in alternatives to drive-alone commuting; 30 employees use transit; 8 walk, run, or bike; 50 telework full time; and 20 telework 1-3 days per week.



INCENTIVES

The Cadmus Group, Inc. Arlington, VA

The Cadmus Group, Inc. is a leading consulting firm serving the energy, environmental, and homeland security markets, with a national footprint and multiple locations in the Washington DC region. Cadmus reimburses employees up to \$160 before taxes every month for transit. All employees are issued a laptop, and with supervisor approval can telework or participate in condensed work schedules. Cadmus offers an annual \$100 bicycle subsidy, and employees are given a \$300 personal development fund to use towards a gym membership, fitness classes, or other personal wellness interests.

In 2006, Cadmus initiated a benefits program that offers its employees a wide range of alternative commuting incentives designed to accommodate employee needs and minimize reliance on automobiles. Of the approximately 200 employees based in Cadmus' three Washington metropolitan area offices, 115 (64%) use mass transit, up from 46 percent in 2014. In addition, 50 (28%) telework or use flextime, and 15 (8%) bike or walk to work.

CADMUS



TELEWORK

TCG, Inc. Washington, DC

Founded in 1994, TCG, Inc. provides IT and management consulting services to the federal government, and has been recognized as one of the best places to work by major publications. Employees working from home are provided with a computer, monitor, printer, and other equipment and software needed to perform remotely. In addition, all staff members receive a virtual office phone system, and a \$50 monthly reimbursement for home internet access. Of its 130 employees, about 80 percent telework. More than half of its employees do so full time, and another 27 percent telework at least one day per week.

TCG has adopted a telecommute-first model, where employees are encouraged to work remotely, enabling the company to hire employees who are the top performers in their fields, and keeping staff turnover below 9 percent, far less than the industry average. If a contract requires that the TCG employee work on-site at the client's offices, TCG attempts to negotiate teleworking for at least one or two days per week.

TCG
POSITIVELY DISTINCT

Metropolitan Washington Council of Governments

The Metropolitan Washington Council of Governments (COG) is an association of 24 local governments in the District of Columbia, Maryland, and Virginia. COG's National Capital Region Transportation Planning Board is a forum for addressing and coordinating regional transportation programs.

Please visit mwcog.org for more info.

Commuter Connections

A program of the National Capital Region Transportation Planning Board, Commuter Connections is a regionwide transportation information, outreach, and service network dedicated to easing the workday commute and reducing the number of single-occupant vehicles. Free information and assistance on services including ridesharing, public transit, teleworking, bicycling, park & ride lots, HOV lanes, and Guaranteed Ride Home is available for both employers and commuters.

Commuter Connections is supported by the District, Maryland, Virginia, and U.S. Departments of Transportation, with state and federal transportation funds.

Please visit commuterconnections.org or call 800.745.RIDE for more info.



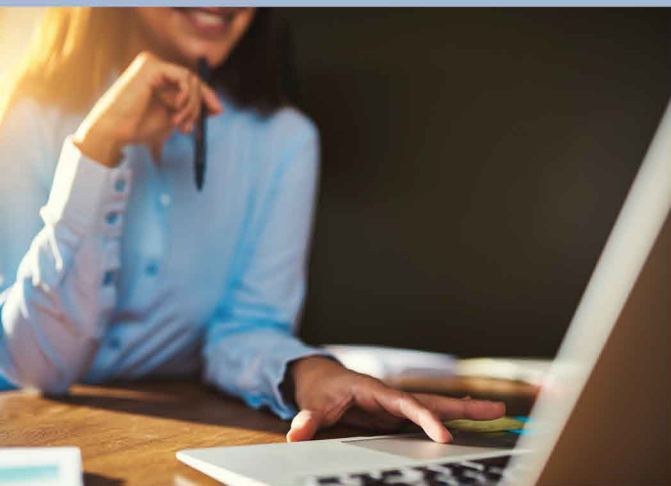
Easing the way for what's to follow

Ridesharing, commuting by public transportation, bicycling, walking, or teleworking contribute to less traveled roads. That often means smoother, easier, and faster commutes, and a reduction in harmful vehicle emissions.

Opening new doors... and getting in

Commuter Connections encourages area businesses and commuters to discover innovative ways to reduce the number of single-occupant vehicles on the road.

The Commuter Connections Employer Recognition Awards acknowledge employers who initiate or improve programs encouraging commuting alternatives. Companies who implement these programs and services make a difference to their organization, employees, and the community at large.



COMMUTER CONNECTIONS®
A SMARTER WAY TO WORK



Eligibility

Employers in the District of Columbia, suburban Maryland, and Northern Virginia that have initiated, enhanced or expanded an employee alternative commute or telework program may apply for these awards. To be eligible, programs must have been initiated or improved **before** January 1, 2017.

Deadline

The application deadline is February 2, 2018.
Completed applications should be sent to:

Commuter Connections
Douglas Franklin
777 North Capitol Street, N.E., Suite 300
Washington, DC 20002-4290
Tel: 202.962.3792
dfranklin@mwkog.org
commuterconnections.org

Instructions

Nominations should include all information requested in items 1-5, using this form (or the requested information clearly marked on a separate sheet) and an attached program summary narrative as described in question #6. Supplemental materials may be submitted in addition to, but not in place of the nomination form questions and program summary narrative.

1. CONTACT INFORMATION

Organization _____
Address _____
City _____ State _____ Zip _____
Program Contact (Mr./Ms.) _____ Title _____
Name of Person Submitting Nomination Form (if different from above) _____
Phone _____
Email _____ Website _____
Date Program Began (must have been initiated or improved before January 1, 2017) _____
Name of Program (if applicable) _____

2. AWARD CATEGORY

Which Award Category below best describes the focus of your program? (See brochure or website for description of categories.)

- Marketing Incentives Telework

Is there a secondary category you would like to apply for? (Note: You can only win in one category.)

- Marketing Incentives Telework

3. TYPE OF ORGANIZATION

Please mark one of the choices below that best describes your organization.

- Private sector Local, State or Federal government
 Non-profit organization Other _____
Please specify

4. NUMBER OF PARTICIPANTS

How many people do you employ in the Washington metropolitan area? _____

At how many work sites? _____

What is the total number of program participants in the Washington metropolitan area? _____

5. ACKNOWLEDGEMENT

I acknowledge that I am authorized to submit this nomination form on behalf of my organization and that if selected as a winner, my organization will participate in the awards ceremony and video, and that Commuter Connections will promote my organization's initiatives online and in print.

Signed _____ Title _____

6. PROGRAM SUMMARY NARRATIVE

Please attach a 1-3 page written summary about your program, answering and elaborating on as many questions below that apply. Address each part (A, B, C, D) in a separate paragraph and provide measurable results of the program, wherever possible.

Provide a clear, concise description of your program's activities. If you are a previous Commuter Connections award winner, please make clear what new initiatives have taken place and/or what has been done differently to encourage substantial increases in employee participation since last winning.

Questions and points to address in narrative if applicable:

A. Description of Program

- What was the situation or condition that led to the creation of your program?
- What were the program's goals and how has it been successful in meeting its goals?
- What have the results been compared to previous years?
- What type of commuter benefits, services, information, or amenities are offered to employees and how many take advantage of each?
- How are the various programs promoted within your worksite?
- If parking is provided, are carpools given discounts or preferential parking spaces?
- If transit fare is provided to employees, is it subsidized as an out-of-pocket expense by your organization or paid by employees on a pre-tax basis?
If subsidized, then what is the maximum dollar amount provided?
- Do you provide shuttle services between your worksite and nearby transit centers?
- Do you have bike racks, lockers and/or shower facilities?
- Do you offer bikesharing discounts?
- Are flextime or compressed work weeks offered?
- What type of training and/or amenities are offered to management and to employees who telework?
- Is your telework program informal or do you have a formal telework policy?

B. Employer and Employee Benefits

Describe how the program has:

- Improved employee morale, productivity, absenteeism.
- Increased your organization's ability to attract and retain qualified employees.
- Helped reduce employee commuting times and stress.
- Contributed to better employee work-life demands/balance.

C. Economic and Financial Benefits

Describe how the program has:

- Helped reduce employee commuting expenses.
- Reduced your organization's costs associated with providing commuter parking and/or office space.
- Provided other dividends for your organization or employees.

D. Environmental Impacts

Describe and quantify the benefits to the community. Describe how the program has:

- Reduced traffic congestion. How many vehicles have been taken off the roads? How many annual vehicle miles have been reduced? To calculate vehicle miles reduced, please visit commuterconnections.org/commuting-resources/vmt-calculator.
- Reduced gasoline consumption and emissions. What is the number of estimated gallons of gas saved annually?
- Affected your awareness or support of air quality. Does your organization provide air quality alerts to employees and allow teleworking on such days?