

**Tennessee Valley Authority
Multimodal Access Plan (MAP)**

**Executive Order 13693
*Planning for Federal Sustainability in the Next Decade***

Prepared by:



June 30, 2016

TENNESSEE VALLEY AUTHORITY (TVA) MULTIMODAL ACCESS PLAN

Overview

Executive Order (E.O.) 13693, *Planning for Federal Sustainability in the Next Decade*, Section 7(f), requires Federal agencies to consider the development of policies to promote sustainable commuting and work-related travel practices for Federal employees through strategies like workplace electric vehicle charging, bicycling and other forms of active commuting, increased telecommuting and teleconferencing, and incentivizing carpooling and the use of public transportation where consistent with agency authority, Federal appropriations and other law. This Multimodal Access Plan (MAP) describes TVA's policies and programs related to employee commute and business travel.

TVA's MAP includes the following:

- I. Workplace Charging
- II. Telework
- III. Commuting Alternatives (Rideshare, Transit and Bike Plan)

The MAP has been developed under the approval of TVA's Chief Sustainability Officer in collaboration with TVA business units responsible for implementation and managing specified programs. This MAP is submitted in conjunction with TVA's annual Strategic Sustainability Performance Plan (SSPP).

Multimodal Access Plan Strategies

I. Workplace Charging Plan

The Multimodal Access Plan for E.O. 13693 calls for agencies to consider planning for appropriate workplace charging. Forthcoming CEQ guidance on workplace charging provisions of the Fixing America's Surface Transportation (FAST) Act provides a framework for providing and being reimbursed for workplace charging used by Federal employees and authorized users for their privately owned electric vehicles. The following describes TVA EV charging strategy.

A. Summary of Strategy:

Currently TVA's charging infrastructure to support PEVs includes 40 Level-2 charging cords at 13 TVA work locations throughout the TVA service territory. These stations are for TVA owned PEVs only. However, TVA tracks and responds to employee request for EV charging for personal vehicles. Currently, various TVA business units are investigating opportunities for a workplace employee vehicle charging initiative along with fleet usage of electric vehicles and charging infrastructure. TVA is investigating the deployment of unmetered, level-one (UML1) EV charging (e.g., 120v wall outlets), unmetered, level-two (UML2) charging and metered level-two (ML2) charging as appropriate at specified parking facilities in partnership with governing parking authorities (owners).

B. Details of Strategy:

The following actions are part of TVA's EV charging station initiative:

- Conduct employee survey on vehicle ownership, travel behavior and interest in agency provision of Electric Vehicle Service Equipment (EVSE-WPC) at select locations
- Draft a case study of EV employee commuters and publish in company-wide employee communication (e-mail)
- Form inter-agency working group to discuss workplace charging initiatives and fleet usage of electric vehicles and charging infrastructure installation
- Investigate partnership to deploy unmetered, level-one (UML1) EV charging (e.g., 120v wall outlets) and unmetered, level-two (UML2) charging infrastructure at neighboring parking facility at corporate location in Chattanooga, TN (subject to funding)
- Investigate deploying various charging infrastructure at TVA owned parking facilities/locations for shared usage between TVA Fleet assets and personal (employee) owned vehicles

Roles and Responsibilities of Key Agency Personnel

TVA's Fleet Management and Technology Innovation groups have the lead on this strategy. Other supporting groups will include Sustainability & Climate, Facilities, and Security.

Employee Outreach

As mentioned above, this initiative will include an employee survey along with the publication of a case study of EV employee commuters to share positive experiences and communicate the benefits of commuting in an EV.

Assessing Demand

The employee survey will provide information on vehicle ownership, travel behavior and interest in agency provision of Electric Vehicle Service Equipment (EVSE-WPC) at select locations.

II. Agency Telework

A. Summary of Strategy:

Based on type of work and management approval, employees may be eligible to work from home or other alternative location. With approximately 11,000 employees working in numerous work locations across seven states, working from home or a remote location has proven to be an effective aid for some employees to work more efficiently. The availability of shared or unassigned work stations supports a teleworker's need for temporary work site services, and is a tool to reduce office space. For example, if an employee's job requires frequent travel (i.e., customer visits or site inspections) it is sometimes more efficient in terms of time and mileage to work from home or remote location instead of first reporting to their permanent work location. The same is true for an employee who may have personal or family needs that do not preclude them from working if they are allowed to work from a remote location for an extended period of time.

B. Details of Strategy:

TVA has established two types of telework arrangements:

1. Routine — Occurs as part of an ongoing, regular schedule.
2. Situational — Approved on case-by-case basis and is not ongoing and regular.

In determining who should be eligible, some factors for consideration are:

- The employee is able to maintain a performance level that can be measured
- Telework does not diminish the employee's performance or the agency's operations
- The employee's regular duties do not include:
 - handling classified materials
 - activities that can only be handled onsite

As part of the approval process, the employee must complete an Application and the *Agreement for Participation in TVA's Telework Program*, which requires the employee and supervisor to complete on-line Telework Training before entering into a telework agreement.

Roles and Responsibilities of Key Agency Personnel

Human Resources owns the telework policy and practices. Individual managers have responsibility of ensuring participating employees are in compliance with policy.

Assessing Demand

Telework is a voluntary program offered at the discretion of individual managers. Participation is determined on an individual case-by-case basis. For employees with a personal or family

medical need that may prevent them from commuting to the worksite, working from home or a remote location has proven especially beneficial by allowing them to fulfill their work duties while away from their work station.

Employee Outreach

Employees are made aware of program in the new hire experience. Information is also included in the Employee Handbook and on the internal website, InsideNet.

III. Commuting Alternatives (Rideshare, Transit and Bike Plan)

A. Summary of Strategy

TVA provides a benefit to eligible employees who commute to work using an alternative to driving alone. Based on the mode of transportation, employees are offered a monthly reimbursement to reduce the cost of alternative forms of commuting. Employees may choose only one of the following alternative benefit options on a month-to-month basis:

- Ridesharing (up to \$125/month)
- Mass Transit (up to \$125/month)
- Bicycle (up to \$20/month)

B. Details of Strategy

TVA annual and hourly employees, and personal services contractors in an employer/employee relationship with TVA and paid on TVA's payroll, are eligible to participate in the following commuter programs.

➤ Rideshare Program

Employees participating in a qualified vanpool are reimbursement for the actual expense, up to \$125 per month. To qualify, the vehicle must have seating capacity for at least six adult passengers (in addition to the driver), 80 percent of the vehicle's mileage must be for commuting to work, and at least half of the adult seating capacity, excluding the driver, must regularly be occupied on trips to and from work. Employees are only allowed reimbursement in a commuter vehicle that is operated through TVA's Ridesharing Service's Vanpool Program. Payroll deductions for ridesharing expenses are made on an after-tax basis. This allows employees to receive tax-free reimbursement. It also ensures that TVA complies with IRS regulations and guidelines, which do not allow deductions on a before-tax basis for commuting in nonqualified vehicles. A Guaranteed Ride Home program is also available to participants in the TVA Vanpool Program to provide participants a ride home in case of an emergency.

➤ Transit Program

Employees using public transportation for commuting to work are eligible for up to \$125 per month for fare reimbursement. The transit program is available in metropolitan areas where transit is available such as KAT in Knoxville and CARTA in Chattanooga. Employees purchase their own mass transit voucher each month and file for reimbursement on a monthly basis.

➤ Bicycling Commuter Program

To encourage and assist with employee bicycle commuting, TVA offers a \$20/month reimbursement of qualified bicycle commuting expenses. Qualified bicycle commuting expense includes reasonable expenses incurred by the employee for the purchase of a bicycle, bicycle improvements, repair, and storage. The bicycle must be used regularly for travel between the employee's residence and place of employment. In addition, bike racks are available at TVA owned facilities.

Employees biking to work for a substantial portion of the month may be reimbursed up to \$20 for the months they bike to work. Expenses exceeding \$20 per month may be claimed over more than one month, provided the total reimbursement for all eligible expenses in a calendar year does not exceed \$20 multiplied by the number of qualified bicycle commuting months in that year.

Roles and Responsibilities of Key Agency Personnel

The terms and procedures of the rideshare, bike and transit program are established in TVA's Standard Programs and Processes (SPP): *TVA-SPP-11.4.16 Parking and Transportation Assistance Program*. These programs all qualify under the IRS guidelines. TVA Human Resources – Employee Benefits is the owner of this SPP and program, assisted by Accounting Services in processing approved employee reimbursements.

Assessing Demand

Periodically TVA has conducted employee surveys to determine commuting needs and patterns. These surveys provide information to aid in determining facility and program needs.

Employee Outreach

Information about the commuter incentive programs is distributed to employee in several ways:

- New Hire Orientation
- Employee Handbook
- Periodic articles in internal communications formats such as electronic newsletter (TVA Today), and TVA InsideNet