Employer Report for Annual Survey Frequently Asked Question

Q. What is the Employer Report for Annual Survey?

The Employer Report for Annual Report (Employer Report) is an email sent by Maricopa County Travel Reduction Program (TRP) staff to the Transportation Coordinators (TC) in preparation for the TRP Annual Survey (survey). It will allow the employer to report their current total employee and/or student count for each site, update employer contact information, and indicate any new or closed sites operating in Maricopa County. All updates and employee count numbers will need to be replied to in the email. Please return the requested information back to the TRP staff member that sent it or to TRP@maricopa.gov.

Q. Why do I need to fill this out?

The employer report email allows for the correct number of surveys to be administered and reach the organization's required response rate. It, also, allows time for requested exemptions or accommodations to be reviewed.

Q. What are the different survey types?

Internet – All employers will receive a coded link to the electronic survey. The site-specific link must be distributed to all employees and students. The survey is offered in both English and Spanish.

Intranet - A file containing the TRP survey in English is provided to install on an employer's internal server that is accessible by employees. Results are exported to a Microsoft Excel spreadsheet in the proper format and returned to the TRP office for processing. Contact TRP if this would be the preferred option.

Q. What information do I need to enter on the report email?

Transportation Coordinator (TC) – Name and contact information for the person who is the designated person for developing and implementing the employer's TRP. They should have access to employee counts and program documentation.

Highest Ranking Local Official (HRLO) – Name and contact information for the person responsible for company operations within Maricopa County. This person will be responsible for approving the travel reduction plan budget and will be notified of any violations or issues with the survey and/or plan processes.

Alternative Contact (ALT) – Name and contact information for a person who can stand-in for the TC. This person should be able to access the same information as the TC.

Site Address(es) – Review and verify current site address(es), make corrections as necessary. New sites operating in Maricopa County may be listed in the blank space provided.

Total Employee Count – Indicate the total number of employees that work at least three or more times per week for at least six months of the year regardless of the number of hours worked.

Q. Do I include employees that are teleworking in the total employee count?

Yes, if the employee is assigned to a site in Maricopa County that they would otherwise be traveling to if they were unable to telework. Do not include employees that telework in another county or state. On the survey, they should indicate the number of days they telework as 'Telecommute' for their mode of travel (Question 3) and the number of one-way miles they would have traveled from their home to the site (Question 6).

Q. What is considered a field worker, and should they be included in the total employee count?

A field worker is a field-based employee that regularly commutes/reports to other work sites in and around Maricopa County instead of the main work site that they are primarily assigned to. Field workers should not be included in the total employee count. Please review the Field Worker Application and provide a completed application with the Employer Report to pursue an exemption.