

## **WORKSITE DESIGNATION STATE AGENCIES & INSTITUTIONS OF HIGHER EDUCATION**

For purposes of designation and implementation, it is important that local jurisdictions treat state agencies the same as non-state employers (public or private). Once a state worksite has been designated as an affected CTR worksite, it must follow the same rules as all other employers and report to, and work with, the local jurisdiction.

*Note:* To ensure that no extra administrative burden is placed on the jurisdictions, the newly added element that state agencies must report yearly using the GMAP process will be tracked by the Department of General Administration (GA). State worksites are expected to report this element in their CTR reports to their jurisdictions.

- ◇ A “CTR affected state worksite” is a state-owned or leased building or group of buildings with a total of 100 or more state employees of one or more agencies.
- ◇ A “common location” for state agencies can be a single worksite/building or multiple worksites/buildings as determined by the local jurisdiction in collaboration with GA and the affected agencies. Examples:
  - ◆ One building housing a single state agency with 100 or more employees.
  - ◆ One building with a total of 100 or more state employees and two or more agencies. (Examples: Natural Resource Building, GA Building, Legislative Building in Olympia, the ELG Building in Tumwater, Ecology Building in Lacey)
  - ◆ Two or more buildings in close proximity with 100 or more state employees and a single agency. (Examples: DOH in Tumwater, ESD in Olympia, DSHS Blake East & West in Lacey, DSHS in Tacoma)
  - ◆ Two or more buildings that collectively house at least 100 state employees assigned to two or more agencies. (Example: Point Plaza West in Tumwater – four agencies)
  - ◆ College and Institutional Campuses – multiple buildings. (Examples: Universities and Community Colleges, Western and Eastern State Hospitals, Rainier School)