

Is My Organization Affected by the Washington State Commute Trip Reduction Law?

City of Bellevue
Updated October 2022

I. My organization fits the definition of “employer.”

My organization is a sole proprietorship, partnership corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, nonprofit, or private, that employs employees.

Yes ___ No ___

II. My worksite is in an affected jurisdiction.

My worksite is located in a jurisdiction that is affected by the law.

Yes No ___

(Bellevue is an affected jurisdiction, as are most jurisdictions in King County. Go to [Section 70.94.527 of the Revised Code of Washington](#) to learn the threshold for whether a jurisdiction is affected.

III. My worksite has 100 or more employees.

100 or more employees at my worksite meet the definition of “employee.”

Yes ___ No ___

(“Employee” is defined as anyone, other than an independent contractor or seasonal agricultural employee, who receives financial or other remuneration in exchange for work provided to an employer, including owners or partners of the employer. Shareholders, principals and associates in a corporation, partners (general or limited) in a partnership and participants in a joint venture are considered to be employees under the law.)

IV. These employees are full-time.

100 or more employees at my worksite are scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week.

Yes ___ No ___

V. These employees begin their workday within the affected time window.

100 or more full-time employees at my worksite begin their regular workday between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least 12 continuous months.

Yes ___ No ___

If you checked “yes” for all five categories above, then your worksite is affected by the Commute Trip Reduction law. Contact Alison Crosier, the city’s CTR Program Administrator, at (425) 452-4318 or acrosier@bellevuewa.gov, for next steps or more information.