

MINNEAPOLIS COLLEGE OF ART AND DESIGN METROPASS ENROLLMENT/CHANGE AGREEMENT
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A Joint Transit Initiative between the Minneapolis College of Art and Design (MCAD) and Minnesota's Metro Transit

Participation Guidelines:

Eligibility: To participate in this program you must be a benefits eligible employee within the seven county metro area with access to any transit or light rail system.

How much it costs: The current cost is \$83 a month. MCAD will contribute \$35 a month, making your cost \$48 per month. Rate increases are determined by Metro Transit, and if necessary, will be implemented January 1st of each year. Metropass participants will be notified in advance of any rate increases.

How it works: When you enroll in the Metropass Program, you are agreeing to purchase a personalized *unlimited use, unlimited route**, bus and light rail pass.

Metropass Procedures:

All Metropass enrollment forms or change requests must be received by Human Resources by the 15th of the month to be effective the first of the following month.

Enrollment: New and current employees can elect to deduct the cost of their Metropass from their payroll checks pre-tax.

- Complete the enrollment form (attached) and return to Human Resources.

Suspension/Reactivation: A participant is allowed to temporarily suspend his or her card for one to three months.

- Notify Human Resources **in writing** to suspend Metropass – complete attached form
- Notify Human Resources **in writing** to reactivate Metropass - complete attached form
- Cards suspended more than three months in a row will be considered a cancellation.

Cancellation:

- Notify Human Resources **in writing** to cancel your deduction – complete attached form
- Upon termination of this agreement, your Metropass must be returned to Human Resources.

Lost or Stolen Metropass:

- Lost or stolen cards must be reported to Human Resources immediately. There is a \$5.00 fee to replace the card for a first and second time.
- It is unlikely that Metropass would replace lost or stolen cards a third time in a calendar year.
- There will be no refund if the original lost card is recovered.
- Metropass is non-transferable. MCAD and/or Metro Transit reserve the right to revoke or deactivate your card if you do not comply with the program guidelines.

Note: Guaranteed Ride Home Program: Metropass participants are eligible for the Guaranteed Ride Home Program, offered through Metro Transit. Enrollment can be done at:

<https://www.metrotransit.org/guaranteed-ride-home>

***Additional fare is required for rides on Northstar Commuter Coach Route, Ramsey Star Express and possible other future long distance transit services. The Metropasses are not valid on any special service (e.g., Metro Mobility).**

(Enrollment/Change Form attached)

MCAD METROPASS Enrollment /Change Form

Name: _____
Department: _____
Phone Ext: _____

METROPASS ENROLLMENT OR CHANGE:

*Changes must be received by the 15th of the month for your deduction to **begin/end** the first of the following Month.*

Begin Enrollment **Effective Date:** _____

Cancel Enrollment **Effective Date:** _____

Return Metropass to HR

Suspend Card (Passes can be suspended for 30, 60 or 90 days)

Effective Date: _____

Reactivation Date: _____

Replacement Card (*Must return Metropass with form*)

Damaged

Name Change

Defective

Lost/Stolen

By signing this Enrollment/Change Form, I am authorizing MCAD to deduct the cost of the Metropass from the first and second check I receive in a month. In addition, I fully agree to the terms set forth in this agreement.

Employee Printed Name

Employee Signature

Date

OFFICE USE ONLY:

1. Date Received: _____
2. HR Update/Metropass Administrator Site
3. Copy to Payroll
4. Copy to Employee
5. Original to MetroPass file
6. Return cancelled/replacement cards to: Metro Transit
7. New/replacement card claimed by employee from HR Department