

Subject: Mass Transit Pass Fare and Program Changes

Dear Mass Transit Participant,

HR Commuter Services would like to thank you for your ongoing participation in our Mass Transit (MT) program. As an appreciation incentive, Commuter Services is providing the September bus pass at no cost. As a result there will not be a mass transit deduction on your paychecks dated 08/19/15 and 09/02/15.

In an effort to streamline MT Program processes, effective September 1, 2015 Commuter Services is making the following changes:

- A new MT Application/Change Form will be required to continue participation in the MT program. Please provide the new application by September 1, 2015.
- MT Guidelines have been revised; review MT Guidelines prior to signing your MT Application/Change Form.
- Deductions will be taken over 24 pay periods instead of 26.
- A new MT Change/Payroll Deduction Schedule will be implemented.
- Changes or cancellations to participation must be requested in accordance with deadlines specified on the MT Change/Payroll Deduction Schedule. Requests must be submitted via the MT Application/Change Form.
- Omnitrans increased the Bus Pass Fares. As a result, the County subsidy will also increase to help offset costs. Refer to the MT Guidelines for fare and subsidy information. The new rates will be reflected on the 09/16/15 pay warrant.

Information on the program changes above are available by clicking on the links below or via our website at <http://cmscl.sbcounty.gov/hr-commuterservices/TransportationModes/Transit.aspx>.

Mass Transit Application/Change Form

Mass Transit Guidelines

Mass Transit Change/Payroll Deduction Schedule

If you have any questions, please contact Commuter Services at hrcommuterservices@sbcounty.gov or (909) 387-9640.