



Sustainable Transportation Initiative Pilot Project

Discounted Transit Pass Program – Important Changes

During the 2022 round of collective bargaining, the Union and the University signed Letter of Agreement (LOA) #8 (below) which established a Joint Committee (the “Committee”) to develop and implement a pilot project to support sustainable transportation initiatives aimed at reducing commuting costs for as many CUPE 2950 members as possible, focusing on those needing it the most.

The Discounted Transit Program (the “Program”) was launched in October 2023, providing eligible members with a 50% discount towards a monthly zone 1, 2 or 3 transit pass based on their commute from their residential location to their UBC workplace. The Program has been well-received and the Committee has now broadened eligibility.

Eligibility Changes

The Committee is pleased to announce that the Program has been expanded to include additional continuing and temporary employees in pay grades 4, 5 and 6 of the Main Component of the CUPE 2950 Collective Agreement.

Effective **February 1, 2024, continuing and temporary employees in pay grades 1-6** (not including Hiring Solutions and Chan Centre Employees at this time) **who meet the terms of the Program** will be eligible. Please refer to the FAQ and Consent Terms for more details on the Program including eligibility, how to enrol, and employee obligations. It is important that staff enrolling in the program review this information **BEFORE** enrolling. Understanding the eligibility requirements will help to ensure compliance and avoid potential disciplinary action. If you are unsure or have any questions, please contact your HR representative or Union.

We have heard for years about the impact of commuting costs, and we see this as a successful development in creating more affordable, environmentally friendly ways to get to campus. In addition, with the current economic climate and rising fuel prices, we are happy to be able to expand this program. We will continue to monitor this program closely and will make refinements as they arise to increase its success and determine the feasibility of adding additional eligible employees.

LoA #8 is not limited to public transit alone; we are looking into and considering ways to support those who take other sustainable transit modes. In the future, we will be looking for members to join the committee as we consider and expand into other avenues.

The Program will function as a benefit and will be self-administered through Workday. Eligible members will be required to register for the Program through Workday, purchase their monthly Compass Card and

applicable zone pass required to commute from their home to UBC workplace. Employees must also send a copy of their receipt to their UBC email account and retain proof of purchase of the monthly Compass pass.

To ensure the funding for this Program is allocated efficiently, UBC will conduct periodic audits to ensure that **only eligible employees** are accessing this pass. If your situation changes, and you are no longer eligible, staff will be responsible for withdrawing from the program in Workday.

Please ensure you keep your receipts and save a copy in the event you are audited for compliance. You DO NOT need to send this to UBC, we ask you to send your receipt to your email just so you have created a record and can provide a copy to UBC when audited.

Additional information and details on the sign-up and terms of the Program are provided in the FAQ. Please ensure you read the information package carefully including the terms and conditions you must abide by. Employees who sign up for the program without reading the information package and who are deemed non-compliant may face administrative action.

Registration opens on **January 22, 2024!**



Discounted Transit Pass Program – FAQ

1. What is the Discounted Transit Program?

- A. The Program offers eligible employees a 50% discount on one (1) adult monthly pass (e.g., zone 1, 2 or 3) to support public transit use from an employee's residence to and from their UBC Worksite (Vancouver Campus, Robson Square, hospital site).

2. Who is eligible?

- A. Continuing and Temporary status employees as per Article 3.02 and 3.05 in the CUPE 2950 Collective Agreement who:

- Fall under the Main Component - Paygrade 1-6 and,
- Regularly commute to campus at least 2x per week and,
- Have purchased a monthly transit pass and,
- Do not drive to work as their main form of commuting and,
- Have not purchased a monthly parking pass

Hiring Solutions and Chan Component Employees are not eligible at this time; however, they may be captured in future expansion of the Program. Employees will be notified at that time.

NOTE: This Program has been created to support sustainable transportation and reduce the number of single-occupancy vehicles. Employees who purchase monthly parking permits cannot participate and are ineligible for the Program.

3. Can I enrol in the Program if I have a Concession Pass/UPass?

- A. No, Concession Pass and UPass holders are not eligible at this time since their Pass discount exceeds what is provided through the Discounted Transit Pass Program. Employees who are 65 years old or older are eligible for the Concession pass through TransLink and students are eligible for the UPass.

4. How will I receive the discount?

- A. You will receive 50% of the cost of your monthly zone pass on your first pay cheque as a taxable benefit every month, for as long as you are enrolled. You will receive this benefit once per month on the first pay cheque of the month.

**5. What is the current cost of a zone pass, and what are the employee/employer portions?**

ADULT PASS	EMPLOYEE PORTION:	EMPLOYER PORTION:	TOTAL COST:
1-ZONE	\$52.45	\$52.45	\$104.90
2-ZONE	\$70.12	\$70.13	\$140.25
3-ZONE	\$94.72	\$94.73	\$189.45

**subject to revisions corresponding to fare upgrades of the Translink Compass Card (Monthly Pass)*

6. How do I know which zone pass to choose?

- A. Choose your zone pass based on which one is required to commute from your home address to your UBC worksite. The Program is based on the honour system and is subject to periodic audits.

7. Can I purchase a discounted transit pass for a family member or share it with others?

- A. No. The Discounted Transit Program allows eligible CUPE 2950 employees to commute to and from their UBC worksite by transit and for other personal use. **It cannot be shared or transferred.**

8. How do I enrol in the Program if this is my first time participating?

- A. Provided you meet the eligibility requirements, you will need to:
- Review the Sustainable Transportation Initiative Information Package in its entirety including the FAQ and Consent Terms for more details on the Program including eligibility, how to enrol, and employee obligations. It is important that staff enrolling in the program review this information **BEFORE** enrolling.
 - Visit the UBC Workday website to enrol in the Program before the end of the month (see [Knowledge Base Article](#)).
 - Purchase a Compass Card, if you do not already have one, from any local SkyTrain station or SeaBus terminal. Visit the TransLink [website](#) for a complete list.
 - Take a photo/scan a legible image of the back of your Compass Card and send a copy to your UBC email address (include Compass Card in the subject line) and save for future reference.
 - Purchase the applicable zone pass (i.e., 1, 2, or 3) for your Compass Card and send a copy of the receipt to your UBC email address (enter zone # and corresponding month and year in the subject line). **NOTE: This must be done every month to ensure compliance. You DO NOT need to send this to UBC, we ask you to send a receipt to your email just so you have a record available.**

Example: If you want to participate in the Program in October 2023, you must enroll in Workday before the end of September 2023. **NOTE: You will not receive the benefit retroactively if you miss the deadline.**



- vi. We encourage you to register your Compass Card with TransLink to protect your pass and any stored value balance, in the event your card is lost or stolen. Registration also allows you to review your travel and transactions online. You can register your card at: www.compasscard.ca or 604.398.2042.

9. Do I have to enrol every month?

- A. No. Once you enrol in the Program, you will continue to receive the benefit (i.e., 50% of the cost of your zone pass) every month. **However, you must continue to purchase your pass and send a copy of your zone pass receipt to your UBC email address every month. You DO NOT need to send this to UBC, we ask you to send your receipt to your email just so you have a record available.**

10. How long do I have to keep a copy of my receipts?

- A. You must retain a copy of your monthly zone pass receipts for twelve (12) months. You can do this by sending a copy of your receipts to your UBC email. You do not need to send this UBC, unless you have been asked during an audit process.

11. How do I withdraw from the Program?

- A. You must sign in to your UBC Workday account to withdraw from the Program (see [Knowledge Base Article](#)). You will receive the benefit once per month on the first pay cheque of the month. Please ensure you withdraw from the Program in a timely manner otherwise you may have to repay the University any benefit received.

12. Am I still eligible to participate in the Program if I am away from work in any given month?

- A. If you are on an unpaid leave of absence for an extended period (one month or longer), you must ensure you withdraw yourself from the Program for that period since you will not be travelling to a UBC worksite to work.

13. What happens to my transit pass if I take a leave of absence?

- A. Workday will automatically remove you from the Program if you are on a leave of absence except for Partial Disability, Partial Medical, and WorkSafeBC leaves. You will continue to be enrolled if you are sick for short periods or on vacation. **NOTE: You must withdraw yourself from the Program if you are absent for an entire month or if you are not loading/purchasing your Compass Card for that month.**

14. What if I can't register for the Program through Workday?

- A. There may be a number of reasons why an employee may be unable to register for the Program. The eligibility rules have been built into Workday and only employees who are in Continuing or Temporary positions in Workday and are in the applicable pay grades will be able to sign up for the Program. If you are not able to register it means you don't meet the eligibility criteria.



HR has identified unique circumstances where an employee may be eligible but they aren't captured in Workday as a regular ongoing employee. The parties are working on a solution and will partner with the leaders to identify these employees.

15. What will I see on my pay cheque?

- A. You will see a deposit of 50% of the cost of a monthly transit pass on your pay cheque each month.

16. What if I transfer to another position?

- A. If you transfer to another position which is not within the eligible pay grades, you are no longer eligible for the Program and must withdraw yourself from the Program.

If you transfer to another position which continues to meet the eligibility criteria you will continue to receive the transit benefit and no action is required.

17. What if I forget to withdraw from the Program?

- A. If you forget to withdraw from the Program and either no longer meet the eligibility criteria or have not been purchasing/loading your Compass Card, you will be required to pay back the full amount of the benefit that you received for the period that you should have withdrawn.

18. What if I leave UBC?

- A. If you leave UBC, you will be automatically withdrawn from the Program and no longer receive the benefit.

19. What if my Compass Card is lost or stolen?

- A. Please notify TransLink of your lost or stolen Compass Card by calling their call centre at **604-398-2042**. However, you are responsible for any associated card replacement costs. **NOTE: If you purchase a new Compass Card, you must send a copy of the back of the card to your UBC email address. You DO NOT need to send this to UBC, we ask you to send this to your email just so you have a record available.**

20. What if I plan to travel in a zone not covered by my transit pass?

- A. The Program is designed to support eligible employees with public transit use required to commute from your home address to your UBC worksite. The cost of travelling outside of your zone will be your own responsibility.



21. When will I be audited?

- A. All employees enrolled in the Program are required to keep their receipts for one (1) year and can be audited at any point. Enrolled employees may be asked to produce a copy of their receipts confirming purchase of their transit pass and will be reviewed to ensure compliance with the Program. Fraudulent behaviour or non-compliance may result in disciplinary action or removal from the Program.

22. Will I be notified if there are changes to the Program?

- A. Yes. Employees enrolled in the Program will receive as much advance notice as possible regarding any changes.

23. Who should I contact if I am having problems?

- A. Please contact your HR Advisor or Union representative. You may also contact the following email address: transit.program@ubc.ca (Be sure to include your **union group** and **employee number** in the subject line).

24. How does this discounted transit pass impact my taxes?

- A. The employer paid portion of the transit pass is a non-cash taxable benefit which will be assessed on a pay period basis. This means that the employer paid portion is subject to Canada Pension Plan Contributions and Income Tax. The annual employer paid transit pass will be reported on your T4 in Box 14 and Code 40.

25. This is a pilot program, what does that mean?

- A. The Discounted Transit Pass Program is a pilot program and is contingent on numerous factors such as sufficient uptake and participation in the program, appropriate usage of the transit passes as per the intended purpose described above and adequate funding.

26. Will I be notified if the pilot program ends?

- A. Yes, employees enrolled in the Program will be provided with as much advance notice as possible prior to the termination of the Program.



Terms & Conditions - Employee Consent

February 1, 2024

The personal information you provide is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 ("FIPPA"). The required personal information is collected for the purposes of benefits administration, payment of benefits and claims, and to make any necessary payroll deductions. The information will be used, retained and disclosed by UBC in accordance with FIPPA. UBC will not disclose any personal information to external third parties unless permitted by law. If you have any questions about the collection of information, please contact The Office of the University Counsel (Room 240 - 6328 Memorial Road, Vancouver, BC V6T 1Z2 or (604) 822-1897 or university.counsel@ubc.ca).

By participating in the Discounted Transit Pass Program (the "Program"), I understand, acknowledge and agree to the following terms and conditions:

- I have read the Sustainable Transportation Initiative Pilot Project Information Package which outlines eligibility rules, enrollment and general terms of use and agree to abide by the terms as outlined.
- I am a continuing or temporary employee as per Article 3.02 and 3.05 of the CUPE 2950 Collective Agreement who does not drive a vehicle as their primary form of commuting to the University and falls under pay grades 1-6 of the Main Component (Chan Centre and Hiring Solutions Employees are excluded at this time).
- The Program allows employees to commute to and from their home address to the location of their UBC workplace or for other personal use while not working; I will not share or transfer my card.
- I will choose the appropriate monthly Compass Pass based on the Zone fare required to commute from my current home address to my UBC workplace.
- I will not purchase a monthly parking from UBC while participating in the Program.
- I am responsible for purchasing a monthly Compass Pass, sending a copy of the receipt to my UBC email monthly, and retaining this information for twelve (12) months.
- I will unenroll from the Program if I am completely absent from work for any month.
- I will unenroll from the Program once I become eligible for a Concession Card (i.e., sixty-five years or older) or UPass.
- Should I violate these terms and conditions, the University may permanently suspend me from the Program and I may be subject to administrative action up to and including discharge.



LETTER OF AGREEMENT #8

Sustainable Transportation Program

The parties agree to extend the Sustainable Transportation Program to members of CUPE 2950.

The University and Union agree to establish a joint committee within one hundred and twenty (120) days to develop and implement a pilot project to support sustainable transportation initiatives.

The terms of reference for the committee are:

a. Eligibility criteria will be for the following Employees and/or pay grades by priority:

- i. The lowest 3 Pay Grades
- ii. The mid 3 Pay Grades
- iii. The remaining Pay Grades

b. The Committee shall consider subsidizing public transportation, including discounting Compass Cards for sale through University Community Services, car and van pools, and other sustainable transportation initiatives.

c. Single occupancy vehicles and single occupancy car share services shall not be considered.

d. The Committee shall consider administrative efficiency and current Sustainable Transportation Programs as a criterion in the development of the pilot project.

e. The Committee shall ensure that if any benefit or subsidy constitutes a taxable benefit, that the administration of the project includes compliance with taxation requirements.

f. The University shall provide \$75,000 per year in funding for the pilot project effective April 1, 2023.

Dated this 9th day of March, 2023

'Sabriena Aujla'
Senior Employee Relations Manager
(for the University)

'Chloe Martin-Cabanne'
President
(for the Union)



Dear Passholder:

Welcome to Compass! If you are new to TransLink's electronic FareCard and/or to using a monthly pass, we encourage you to read the enclosed Compass Customer Guide, call our call centres, and/or go online to have your questions answered (see below for contact information).

What you need to know:

- We encourage you to register your card to protect your pass and any stored value balance, in the event your card is lost or stolen. Registration also allows you to review your travel and transactions online.
- Your pass only covers travel for the number of zones specified to us by your employer. If you plan to travel additional zones periodically, please put a small amount of stored value on your card *prior to traveling*, to cover the extra travel. If you do not have stored value on your card to cover the extra zone(s), your card will go into a negative state and the gates will not open on your next journey, regardless of having a pass on your card.
- Please remove your card from your purse or wallet to tap or your tap may not register and you may be charged for extra zones.
- If your pass is lost or stolen (and it's registered) call the call centre at 604.398.2042 immediately to have it blocked. The call centre will assist you with the replacement process for the current month. As soon as you have a new card you must notify your administrator so that your next month's pass can be loaded to your new card. If your card is not registered only your administrator can assist you with replacing the pass that was on the card.

Who to contact:

- Card Registration: www.compasscard.ca or 604.398.2042
- Questions about transactions on your Compass card: 604.398.2042 or customerservice@compasscard.ca
- Lost or Stolen card: 604.398.2042 **and** your company administrator
- Questions regarding your pass as a benefit through your company: your company administrator.
- Trip planning or scheduling: www.translink.ca or 604.953.3333
- General Information: www.translink.ca or 604.953.3333
- Comments regarding service: email <http://feedback.translink.ca/> or 604.953.3333.
- Compass FAQ <https://www.compasscard.ca/Help>

Thank you for using Compass!