

# CUPE 116 - Sustainable Transportation Initiative

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## Discounted Transit Program – Important Changes

The Discounted Transit Program (the “Program”) was launched in June 2022, providing eligible members with a discount towards a zone 1, 2 or 3 transit pass based on their residential location. The Program has been well-received, and the Committee has changed the process to simplify participation and broaden eligibility.

During the 2019 round of collective bargaining, the Union and the University signed LOU #24 (now LOU #20), establishing 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 116 members as possible, focusing on those needing it the most.

During the 2022 round of collective bargaining, increased funding for the program was secured to expand access to the program. The Committee was empowered to determine the feasibility of adding additional eligible employees.

## Eligibility Changes

The Committee is pleased to announce that the Program has been expanded to include additional regular-status employees. Effective June 1, 2023, **regular status** employees on **Schedule A at or below Pay Grade 17a** and on **Schedule B at or below Pay Grade 5** will be eligible. Please refer to the FAQ for more details.

## Process Changes

The previous process required that participants register through the Access Desk and consent to a payroll deduction for the University to purchase a transit pass on their behalf. The new approach has been changed to function as a benefit and will be self-administered through Workday. In other words, eligible members will be required to register for the Program through Workday, purchase their zone pass, and send a copy of their receipt to their UBC email account.

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.

Details on eligibility and enrolment in Workday can be found in the FAQ.

# Changeover Date

The Program will change effective June 1, 2023.

- If enrolling for the **first time**, you must register through Workday before **May 31, 2023**, to start receiving the benefit in **June 2023**. If you miss the enrollment cutoff date you will have the opportunity to register for the benefit for July 2023. No retroactive enrollments will be allowed.
- **Current Program participants will be automatically enrolled in the new Program.**
- **Once you have enrolled you will be part of the program – you do not need to enrol again.**

Again the process has changed; please read the attached FAQ carefully, as it includes important details.

## Discounted Transit Program – FAQ

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### 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 to and from the UBC Vancouver campus.

### 2. Who is eligible?

- A. Regular status employees as per Article 3.06 (a) in the CUPE 116 Collective Agreement who fall under the following pay grades:

- **Schedule A: Pay Grades 1-17a**
- **Schedule B: Pay Grades 1-5**

**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?

- A. No. Concession Pass holders are ineligible because they already receive a discount through TransLink.

### 4. How will I receive the discount?

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

### 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	\$51.27	\$51.28	\$102.55
2-ZONE	\$68.50	\$68.50	\$137.00
3-ZONE	\$92.60	\$92.60	\$185.20

**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 the University. The Program's new process 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 116 employees to commute to and from the Vancouver campus 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:
- i. Visit the UBC Workday website to enrol in the Program before the end of the month (see [Knowledge Base Article](#)).
  - ii. 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.
  - iii. 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.
  - iv. 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.**

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

- v. 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](http://www.compasscard.ca) or 604.398.2042

**9. What if I am currently enrolled in the Program?**

- A. The University will **automatically enrol you in Workday before May 31, 2023**. However, you must complete steps iii & iv, as per point #8 above: you must send a copy of your Compass Card details AND a monthly receipt confirming your purchase.

**10. 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.**

**11. 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.

**12. 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](#)).

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

- A. If you are completely absent from work during any month for an extended period, you must ensure you withdraw yourself from the Program for that period.

**14. I am a “sessional” worker who works regular hours September – April but I don’t work over the summer months. What do I need to do?**

- A. If you are absent from work during the summer months and are not purchasing/loading your Compass Card for travel to and from campus then you must withdraw yourself from the Program for that period. You can re-enrol yourself in September when you are commuting to campus for work again.

**15. 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.**

**16. 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 Regular Ongoing 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.

**17. What will I see on my pay cheque?**

- A. Unlike the old program where you would see a payroll deduction on your pay cheque for the transit pass, you will now see a deposit of 50% of the cost of a monthly transit pass on your pay cheque each month.

**18. 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.

**19. What if I forget to withdraw from the Program?**

- A. If you forget to withdraw from the Program and 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.

**20. What if I leave UBC?**

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

**21. 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.**

**22. 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 the University. The cost of travelling outside of your zone will be your own responsibility.

**23. When will I be audited?**

- A. All employees employed 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.

**24. 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.

**25. Who should I contact if I am having problems?**

- A. Please email the following email address: [transit.program@ubc.ca](mailto:transit.program@ubc.ca) (Be sure to include your **union group** and **employee number** in the subject line)

## **LETTER OF UNDERSTANDING #20**

### **Sustainable Transportation Program**

This Letter of Understanding governs the administration of the Sustainable Transportation Program joint committee, which reflects the continued commitment by the parties to encourage more sustainable modes of transportation, which is critical to meeting the University's sustainability goals and supports recruitment and retention initiatives. The terms of reference for the committee are:

1. Eligibility criteria will be for the following pay grades:
  - a) Schedule A: Compensation rates at Pay Grades 11a and below
  - b) Schedule B: Pay Grades 1 and 2

It is further understood that the committee will determine the feasibility of adding additional pay grades that will be eligible based on the funding being provided.

2. 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.
3. Single occupancy vehicles and single occupancy car share services shall not be considered.
4. The Committee shall consider administrative efficiency as a criterion in the development of the pilot project.
5. 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.

The University shall maintain the current seventy-five thousand (\$75,000) annual funding for the program to March 31, 2023. The University will increase the funding to two hundred thousand (\$200,000) per year beginning on April 1, 2023.

Dated: October 4, 2022

For the University

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For the Union

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President Local 116