

Discounted Transit Pass Program – FAQ

(CUPE 116 – Letter of Understanding #24)

1. Who is eligible?

- a. Regular status employees as per Article 3.06 (a) in the CUPE 116 Collective Agreement who fall under pay grades:
 - i) Schedule A: Pay Grades 11a and below or,
 - ii) Schedule B: Pay Grades 1 and 2, are eligible.

2. What is the Discounted Transit Pass Program?

- a. The program is offered to eligible employees to support the use of transit to get to and from the UBC campus with a 50% discount on adult monthly zone 1, 2 or 3 transit passes.

3. How will the discounted transit pass be paid for?

- a. The University and Union will pay for 50% of your monthly transit pass as a result of the Letter of Understanding #24 of the CUPE 116 Collective Agreement. The remaining 50% of the cost will be paid by you, the employee, through payroll deduction.

4. How much is the monthly transit pass and what are the employee/employer portions?

ADULT PASS	EMPLOYEE PORTION:	EMPLOYER PORTION:	TOTAL COST:
1-ZONE	\$50.125	\$50.125	\$100.25
2-ZONE	\$67.00	\$67.00	\$134.00
3-ZONE	\$90.525	\$90.525	\$181.05

TransLink Fare Increase effective July 1, 2022:

ADULT PASS	EMPLOYEE PORTION:	EMPLOYER PORTION:	TOTAL COST:
1-ZONE	\$51.275	\$51.275	\$102.55
2-ZONE	\$68.55	\$68.55	\$137.10
3-ZONE	\$92.60	\$92.60	\$185.20

For the most up to date transit fare pricing, please visit TransLink's [website](#).

5. How do I sign up?

- a. If you are interested in signing up for the Discounted Transit Pass Program you will need to do the following:
 - i. If you don't already have a compass card, purchase one from any local SkyTrain station or SeaBus terminal. For a full list of options see the TransLink [website](#).
 - ii. [Register](#) your compass card with TransLink if you haven't already done so. This will allow you to quickly manage lost or stolen cards.
 - iii. Visit the Access Desk located inside the UBC Bookstore at 6200 University Boulevard. Bring your compass card and photo ID and know what zone pass you need to commute to campus from your home. Check [Home | UBC Parking](#) for hours of operation of the Access Desk.
 - iv. All employees are required to review these FAQ's as well as the Compass Card [terms and conditions of use](#).

6. When do I have to sign up by?

- a. You must sign up by the 10th of the month in order to activate your monthly transit pass for the following month, no exceptions. For example, if you would like to purchase a 1-zone monthly transit pass for June 1st, you must register at the Access Desk in the Bookstore no later than May 10th.

7. Do I have to register every month?

- a. No, once you register the monthly discounted transit pass will renew every month and will be ongoing until you advise UBC Parking you'd like to cancel (see FAQ 9 for how to cancel).

Note, the Access Desk is part of UBC Parking.

8. Do I have to sign up for a defined period before I can cancel?

- a. Yes, you must remain enrolled for a minimum three-month period before you can cancel. After the three-month period, you will need to notify UBC Parking if you wish to cancel (see FAQ 9 for how to cancel).

9. How do I cancel my monthly discounted transit pass?

- a. Cancellations are processed the month prior to the effective cancellation date.
- b. You must e-mail parking.support@ubc.ca with your name and employee number by 12 noon on the 10th of the month, or by 12 noon on the business day before the 10th if it is a weekend or holiday.
- c. You will receive an e-mail response confirming your effective transit pass cancellation date.

10. How will the discounted transit pass be processed through payroll deduction?

- a. Once you register for the Program at the Access Desk, your information will be sent to Payroll to process your portion of the transit pass. Payroll will deduct your portion of the transit pass across the two pay periods in the month you enroll. For example, if you sign up for a 2-zone monthly transit pass for July 1st, the employee portion you owe is \$68.55. Payroll will deduct \$34.27 from your paycheque on June 15th and another \$34.27 from your paycheque on June 30th. TransLink will be notified of your enrollment and will load your compass card with the applicable fare effective July 1st.

Please note, June 15th and 30th are approximate dates and may vary based on the pay period dates.

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

- a. No. The Discounted Transit Pass Program is for eligible UBC employees to commute to and from campus by transit and to use for other personal use, but is not to be shared or transferred. The University will be receiving aggregate data from TransLink and the feasibility and sustainability of this program will be based on usage, TransLink fare rates and funding.

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

- a. Please contact your Manager and HR Advisor to discuss the nature and length of your leave.

13. What if I move to another position and that position deems me ineligible for the discounted transit pass or I leave UBC?

- a. Employees must meet the eligibility criteria in order to enroll and continue in the program. UBC Parking and the Access Desk will receive a list of eligible employees on a regular basis to ensure compliance.
- b. If you do lose your eligibility, your transit pass will continue to the end of the current month and then will not be renewed.
- c. If you leave UBC, notify parking.support@ubc.ca including the date you are leaving UBC. They will be able to help you through the process.

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

- a. Notify TransLink by calling their call centre at 604-398-2042. You will also be assisted with the replacement process for the current month.
- b. Notify UBC Parking by e-mailing parking.support@ubc.ca your name, employee number and your new compass card number to ensure your compass card will get renewed for the following month.

15. What if I plan to travel in a zone that isn't covered by my transit pass?

- a. TransLink will set up your monthly pass only for the number of zones specified to them by UBC. If you plan to travel additional zones periodically, put a stored value on your card prior to travelling, 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.

16. 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.

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

- a. Per the terms of LOU #24, the Discounted Transit Pass Program is a pilot project 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.

18. 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.