



CUPE 116 - Sustainable Transportation Initiative

Discounted Transit Program

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 changed the process in June 2023 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 employees purchasing a West Coast Express monthly transit pass and they will be able to receive the equivalent of a 50% discount for a zone 3 monthly transit pass to put towards their commuting costs.

Due to the Schedule A adjustment effective June 1, 2024, **regular status** employees on **Schedule A at or below Pay Grade 12** and on **Schedule B at or below Pay Grade 5** will be eligible. Please refer to the FAQ for more details on the eligibility criteria, enrollment processes, and employee obligations.

Process Overview

The Program functions as a benefit that is self-administered through Workday. Eligible members are required to purchase their Compass Card and applicable monthly zone pass required to commute from their home address to UBC and register for the Program through Workday. 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, you 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 so you have created a record and can provide a copy to UBC if 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 be removed from the Program and/or face disciplinary action up to and including termination of employment.

Discounted Transit 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 home address to 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 1-12**
- **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/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 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	\$53.65	\$53.65	\$107.30
2-ZONE	\$71.75	\$71.75	\$143.50
3-ZONE	\$96.90	\$96.90	\$193.80

**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 the University. The Program is based on the honour system and is subject to periodic audits.

7. What if I use the West Coast Express to commute from home address to the University? What discount am I entitled to?

- A. Employees who purchase a monthly transit pass for the West Coast Express and meet the eligibility criteria outlined above are able to enroll for the zone 3 monthly transit pass discount. Employees should follow the steps outlined in the enrolment process and select zone 3 if they are purchasing a zone 3, 4, or 5 monthly West Coast Transit Pass. Employees must follow the terms of the Program as outlined in this document and retain a copy of their receipts.

8. 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.**

9. 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. 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.
 - ii. Visit the UBC Workday website to enrol in the Program before the end of the month (see [Knowledge Base Article](#)).
 - iii. Enter your Compass Card number in Workday and 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. You do not need to send this to UBC, we ask you to send a receipt to your email so a record of your purchase is readily available.**
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 or 604.398.2042

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. 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.

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](#)). 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 in error.

13. 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 traveling to the University for work.

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 usually means you don’t meet the eligibility criteria.

If you are a Regular status employee in the eligible pay grade and unable to register in Workday, please contact your manager to verify your status or submit a ticket to the ISC.

17. 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 first 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, please notify your manager and submit a ticket with ISC.

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.

Upon purchase of a new Compass Card, update the Compass Card number in Workday by following the steps below;

1. Click on the corner profile icon and **View Profile**
2. Click **Personal** (to the left)
3. Click on **IDs** tab
4. Go to **Edit** Button and select Change My Government IDs
5. Scroll to **Government IDs** section and update the compass card number
6. Click **Submit**

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 so you have a record available.

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. You are only entitled to the discount based on the zone required to commute from your home address to the University.

23. What if I want to buy a higher monthly zone pass than what I am eligible for to commute from my home address to my UBC worksite?

- A. You can purchase a higher zone than what is required to commute from your home address to UBC, but you are only entitled to claim the discount for the zone pass that would be required to commute to UBC. The additional cost is borne by the employee and the zone enrollment in Workday should reflect the zone required to commute to UBC. For example, if you purchase a zone 3 pass for personal use but only require a zone 1 transit pass to commute to UBC, you would enroll in the zone 1 monthly discount through Workday and purchase a zone 3 monthly pass. You will be reimbursed 50% of the cost of a zone 1 monthly bus pass. The remainder of the cost is your responsibility since you don't require a zone 3 pass to commute to UBC.

24. 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 removal from the Program and/or disciplinary action up to and including termination of employment

25. 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.

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

- A. Please contact your manager 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).

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 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 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) in 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

"Korey Onyskevitch"

Senior Employee Relations Manager

For the Union

"David Lance"

President Local 116



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!

