



# Metropass Bus Card State Employee Contract



*Sample form only. Actual form is available from:*



**PLANT MANAGEMENT DIVISION**

**50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155  
651.201.2300**

between the hours of 7:00 a.m. and 4:30 p.m., Monday-Friday

## SAMPLE FORM: METROPASS BUS PROGRAM STATE EMPLOYEE CONTRACT

(Do not complete the shaded areas below)

I have read and agree to abide by the Terms and Conditions on the reverse side of this form. I will permit my photograph to be taken for the sole purpose of issuance of a permanent Metropass picture identification.

1. Name (Last, First, M.I.)		2. Department/Division	
3. Employee ID Number (8-Digit State Employee ID)		4. Social Security Number (optional)	
5. Complete Working Address (Bldg, street address)		6. Work Telephone Number (include area code)	
7. Complete Home Address (Street, City, State, Zip)		8. Home Telephone Number (include area code)	
9. Employee Signature		10. Date	
11. Approval Denial		Coordinator's Signature or Designee	
12. Date			
13. Reason for Denial			
14. Temporary Metropass Serial Number, if issued		15. Enrollment Effective Date/Temporary Metropass Issuance Date	
16. Permanent Metropass Serial Number		17. Permanent Metropass Issuance Date	
18. Date Entered/Initials		19. Cancellation Effective Date	

**\*\*TENESSEN WARNING\*\***

Participation in the Capitol Complex Metropass Program is strictly voluntary. You are being asked to supply data concerning yourself that is considered private or confidential under the Minnesota Data Practices Act (MN Statute Section 13.04). This private or confidential data includes home address (excluding city, state, and zip code), home phone number, and Social Security number (optional).

The reasons that this data is being collected by the Department of Administration, Plant Management Division (PMD), are for administration of the Capitol Complex Metropass Program; electronically processing the application; communicating program information and updates to participant's residence; participating in the Regional Guaranteed Ride Home Program; and collecting any outstanding obligations.

The private or confidential data is accessible only to you, the Department of Administration, PMD, and other entities, which may see the data at some point on a need-to-know basis. These other entities include the Metropolitan Council, Metro Transit, Metro Commuter Services, and the Department of Revenue, Minnesota Collection Enterprise (MCE).

Failure to provide this information may cause my application to be rejected since it cannot be processed electronically, my services may be restricted, and data will not be available for statistical evaluation.

I agree and consent to the disclosure of the information about me on this form to the entities identified above on a need-to-know basis.

Employee's Signature

Date

White: Employee

Canary: File copy

**Terms and Conditions:**

1. The contract shall remain in effect for a one year period (12/01 or later depending upon date of sign-up to the program through 11/30), unless it is cancelled by me prior to that date or suspended or cancelled by the Plant Management Division (PMD) "for cause". See #8 and #9 below.
2. If I am on the state's personnel/payroll system, payment will be made through the pre-tax transit bi-weekly payroll deduction benefit at the established bi-weekly employee rate. Payment will be based on the normal pay cycle/pay period and will be in arrears. If I am not on the system or if I decline participation in the pre-tax transit bi-weekly payroll deduction benefit, I will be invoiced monthly at the established monthly employee rate in advance. The bi-weekly and the monthly rates are subject to change.
3. If registering for the Metropass Program at a scheduled Commuter Fair, my photograph will be taken for the permanent picture identification Metropass at that time. If registering at any other time, I will have my photograph taken for the permanent picture identification Metropass at either the Transit Store in downtown St. Paul or the Commuter Connection in downtown Minneapolis.
4. Upon registration into the Metropass Program at PMD, I will be issued a temporary Metropass. This temporary Metropass must be returned to PMD in order to receive my permanent picture identification Metropass. My picture identification Metropass will be used for my sole purpose. Other family members or friends may not use it and I am not eligible to participate in any other State-subsidized bus card program.
5. I am responsible for safeguarding and properly caring for my Metropass. There is no charge for a Metropass that is defective or inoperable. I will immediately report any lost or stolen temporary or permanent Metropass to PMD at the address/numbers above. There is a charge for replacing a lost or stolen Metropass. The cost for the first replacement Metropass will be \$20.00; the cost for the second replacement Metropass will be \$40.00. The replacement charges are subject to change. A maximum of two replacement Metropasses are allowed per contract year. If the temporary or permanent Metropass is later found, it must be immediately returned to PMD. If found within two weeks of the replacement date, the replacement charge will be refunded.
6. **I will return the temporary or permanent Metropass to PMD when terminating state employment, canceling participation in the Metropass Program, or when transferring to a different work location outside the Capitol Complex program boundaries. The contract shall remain in effect until the contract is duly canceled and the temporary or permanent Metropass is returned to PMD. Charges will continue to incur until the temporary or permanent Metropass is returned, at the full rate paid by the State for the Metropass.**
7. I will notify PMD of any work/home address, work/home telephone number, name changes and/or if I am reassigned to a work location outside the Capitol Complex.
8. If I forget my Metropass, I will be charged the normal fare by the transit carrier for the appropriate peak, non-peak, or downtown zone fare without any form of reimbursement.
9. I may cancel my participation in the Metropass Program at any time, with a minimum of two weeks' notice. Cancellation will be done by PMD per the established cancellation schedule.
10. This contract may be suspended or cancelled by PMD "for cause". "For cause" may include, but is not limited to, confiscation of the Metropass for "fraud", misuse or abuse of the Metropass, use of a Metropass that has been reported as lost or stolen by yourself or someone other than yourself, sharing/use of the Metropass by someone other than yourself, loss of more than two Metropasses per contract year, and transferring to a different work location outside of the Capitol Complex program boundaries without proper notification and cancellation. I will be entitled to an appeals process for suspension or cancellation of my Metropass privileges. Other consequences for Metropass violations may include criminal theft or fraud charges, restitution of Metropass charges, and/or employer notification of Metropass infraction.

11. I understand that the Metropass is valid 24 hours a day, 7 days a week, 365 days a year, can be used anywhere within the Metro Transit System and affiliated suburban transit systems, and is valid for peak-express, peak-non express, non-peak, local, limited-stop or downtown zone services. Metropass may not be valid for some special event services.
12. I understand that Metro Mobility and the Dial-A-Ride program are separate transit organizations and are unable to honor the Metropass.
13. The State of Minnesota assumes no responsibility for your personal safety or loss of personal belongings while waiting for, entering, riding or leaving the transit vehicle.

Rev. Nov 02