

RAMSEY COUNTY METROPASS PROGRAM

January 2012

Q. What is Metropass?

A. Metropass is an employer-subsidized monthly bus pass, good on all regional transit system routes, 24 hours a day, seven days a week. The cost to employees is currently \$41.50 a month, compared to the retail value of \$115.00. Ramsey County contributes \$34.50 per month toward the cost of the Metropass.

Q. Who is eligible for Metropass?

A. All full-time and regularly-scheduled part-time Ramsey County employees are eligible to participate in Metropass.

Q. How do I enroll?

A. Complete a Metropass Enrollment Form (available from your Payroll Contact or on RamseyNet.) Have your picture taken at the Metro Transit Store in the US Bank Center, 101 E. 5th Street, 2nd floor skyway, between the hours of 9:30-11:30 a.m., Monday through Friday, and obtain a receipt showing the date you had your photo taken. Return your Enrollment Form, along with the photo receipt, to your Department Payroll Contact no later than the 15th of the month prior to the beginning of the month of activation. Your Payroll Contact will contact you when your Metropass is ready to pick up .

Q. What Does Metropass Cost?

A. The current monthly fee is \$41.50, which is taken through payroll deduction on the second paycheck of each month for the next month's Metropass payment. You will be automatically enrolled in the Transportation Expense Account-Payroll Deduction Account (PDA) and the deduction will be taken pre-tax unless you submit a "PDA Change in Participation" form, which is available on RamseyNet or from your department Payroll Contact. Program rates are subject to change throughout the year.

Q. Can I enroll or cancel at any time?

A. Yes. The Ramsey County Metropass program has open enrollment. You can enroll or cancel participation at any time throughout the year; however, changes will take place on a monthly basis only. Because of payroll processing cutoffs, you will need to complete and submit the cancellation form no later than the 15th of the month prior to the month in which the enrollment or cancellation is to be effective. You must also turn in your Metropass card no later than the 3rd working day of the month to be cancelled.

Q. What if I lose my card?

A. Metro Transit charges \$20.00 to replace the first lost card, \$40.00 to replace it the second time, and the third time participation will be suspended for the remainder of the program year. However, you will continue to be charged the monthly fee until your pass is returned to the County or until the plan year ends.

Q. What routes does Metropass include?

A. Each eligible employee with a valid Metropass may ride free on all parts of the regional regular route transit system, including light rail. (Metropass is not valid on any special service designated by the Metropolitan Council, including special transportation services, e.g. Metro Mobility, operated pursuant to ADA).

Q. How do I find bus routes near my home?

A. Questions related to bus routes, scheduling information, or levels of service should be directed to Metro Transit at 612-349-7000 or 612-373-3333, or go online to www.metrotransit.org .

Q. When an emergency arises, how do I get home if I participate in the Metropass program?

A. When enrolling in the Metropass program, you have an option to sign-up for the Guaranteed Ride Home program. You will receive four coupons per year valued at \$25 each. If you choose to call a cab, you will need to pay the fare and receive a signed, dated receipt from the driver. Send the receipt, along with one of the coupons, to Metro Commuter Services for reimbursement. Call 651-602-1602 or visit <http://www.metrotransit.org/guaranteed-ride-home.aspx> to enroll.

Q. What do I do if I terminate employment with Ramsey County?

A. If you terminate your employment with Ramsey County while participating in the Metropass Program, you must return your Metropass to your Department Payroll Contact on or before your last day at work. If you do not return the Metropass, any fees imposed by Metro Transit will be deducted from your final paycheck.

Q. Who do I call if I have more questions?

A. If you need to know more information about the Metropass program, contact Saint Paul Smart Trips at 651-224-8555.