

**STATE EMPLOYEE METROPASS CONTRACT**

<b>Name (Last, First, M.I.)</b>	<b>Department/Division</b>
<b>Employee ID Number (8-Digit State Employee ID)</b>	<b>Email Address</b>
<b>Work Location Building Name</b>	<b>Work Telephone Number (include area code)</b>
<b>Complete Home Address (Street, City, State, Zip)</b>	<b>Home/Cell Telephone Number (include area code)</b>

I have read and agree to abide by the Terms and Conditions on the reverse side of this contract.

<b>Employee Signature</b>	<b>Date</b>
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(Shaded area for FMD use only)

<b>Temporary Metropass Serial Number</b>	<b>Temporary Metropass Issuance Date</b>
<b>Permanent Metropass Serial Number</b>	<b>Permanent Metropass Issuance Date</b>

**\*\*TENNESSEN WARNING\*\***

Participation in the Department of Administration, Facilities Management Division (FMD) Metropass Program is strictly voluntary. You are being asked to supply data concerning yourself that is considered non-public under the Minnesota Data Practices Act (MN Statute Section 13.04). This private data includes home address and home/cell telephone number.

The reasons that this data is being collected by FMD are for administration of FMD's Metropass Program, processing the application, communicating program information and updates to participants, and collecting outstanding obligations.

The private data is accessible only to you, the Department of Administration, FMD, and other entities, which may see the data at some point on a need-to-know basis. These other entities include: Metro Transit, MN Department of Public Safety, and the Department of Revenue, Collection Division (MCE).

Failure to provide this information may cause your application to be rejected since it cannot be processed.

## Terms and Conditions:

1. The contract shall remain in effect until it is either:
  - canceled by me, or
  - suspended or canceled by FMD “for cause”, or
  - suspended or canceled by Metro Transit.
2. **Charges will continue to incur at the full rate paid by the State for the Metropass until the contract is canceled.**
3. If I elect to pay through the State’s payroll system, payment will be made in arrears through a pre-tax bi-weekly payroll deduction. If I do not pay through the State’s payroll system, I will be invoiced monthly in advance. Payment is due within 30 days.
4. Rates are subject to change. Admin will provide 30 days advance notice for rate changes.
5. Upon registration into FMD’s Metropass Program, I will be issued a temporary Metropass card. This temporary Metropass card must be returned to FMD in order to receive my permanent Metropass card.
6. The Metropass card will be used for my sole purpose; other family members or friends may not use it.
7. I am responsible for safeguarding and properly caring for my Metropass card. I will immediately report a lost or stolen Metropass card to FMD. I will be assessed a charge for a lost or stolen Metropass card. A maximum of two replacement Metropasses is allowed per year. If a Metropass card is later found, I will immediately return it to FMD. If found within two weeks of the replacement date, the lost or stolen charge will be refunded.
8. If I forget my Metropass card, I will be charged the normal fare by the transit carrier without any form of reimbursement.
9. I will promptly notify FMD of any change in name, address, or telephone numbers.
10. **I will immediately return the Metropass card to FMD when there is a change in my status that makes me ineligible for FMD’s Metropass program such as terminating State employment or transferring to a different work location that does not meet the eligibility requirements for FMD’s Metropass program.**
11. I may cancel my participation in the Metropass Program at any time by returning my Metropass card to FMD.
12. This contract may be suspended or canceled by FMD “for cause”. “For cause” may include, but is not limited to: non-payment; fraud, misuse, or abuse of Metropass or parking, including use of a Metropass by someone other than myself; loss of more than two Metropass cards in one year; or change in employment status or work location that makes me no longer eligible for FMD’s Metropass program. Other consequences for Metropass violations may include criminal theft or fraud charges, restitution of Metropass charges, and/or employer notification of Metropass infraction.
13. I understand that Metropass is valid 24 hours a day, 7 days a week, 365 days a year on regional regular-route buses and trains as determined by Metro Transit.
14. I understand the State of Minnesota assumes no responsibility for my personal safety or loss of personal belongings while waiting for, riding on, or leaving the transit vehicle.

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