

### State Employee Metropass Contract

<b>Contract Holder Name (Last, First, M.I.)</b>	<b>Preferred 1<sup>st</sup> Name - Optional</b>
<b>Employee ID Number (8-Digit State Employee ID)</b>	<b>Email Address</b>
<b>Work Location Building Name</b>	<b>Agency</b>
<b>Home Address</b>	
<b>Primary Phone Number</b> (       )	<b>Secondary Phone Number</b> (       )

**This is a legally binding contract. Read it carefully and have all of your questions answered before you sign.**

**I have read and agree to abide by the Terms and Conditions of this contract.**

<b>Contract Holder Signature</b>	<b>Date</b>
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**(Shaded area for FMD use only)**

<b>PATS Account Number:</b>	
<b>Temporary Metropass Serial Number</b>	<b>Temporary Metropass Issuance Date</b>
<b>Permanent Metropass Serial Number</b>	<b>Permanent Metropass Issuance Date</b>

**Payroll deduction will begin pay period ending \_\_\_\_\_ or invoice charges will begin \_\_\_\_\_**

**\*\*Notice of Collection of Non-Public Data\*\***

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 M.S. 13.04 and 13.201.

The reasons that this data is being collected by FMD are for administration of FMD's Metropass Program to electronically process the application, communicate program information and updates, and collect outstanding obligations.

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

The private data is accessible only to you, the Department of Administration, Metropolitan Council, and FMD's collection agency.

**Your participation in FMD's Metropass program is governed by the following Terms and Conditions:**

1. **Effective Period.** The contract period begins upon receipt of Metropass card and shall remain in effect until it is either:

- canceled by cardholder, or
- suspended or canceled by FMD "for cause", or
- suspended or canceled by Metro Transit.

**Charges will continue to incur at the full rate paid by the State for the Metropass until the contract is canceled.**

2. **Payment.** I agree to pay the State of Minnesota, Department of Administration, the established rate. For cardholders on the State's SEMA4 payroll system, payment is made in arrears through bi-weekly payroll deduction. If a Metropass payroll deduction is not received, contract holder is responsible for payment directly to FMD. Cardholders not paying through the State's payroll system will be invoiced monthly in advance. Payment is due within thirty (30) days from invoice date.

Rates are subject to change. FMD will provide thirty (30) days advance notice for rate changes.

3. **Metropass Cards.** Cardholder will be issued a temporary Metropass card. This temporary Metropass card must be returned to FMD in order to receive the permanent Metropass card.

4. **Card Usage and Security.** Cardholder is responsible for proper usage and safeguarding of the Metropass card at all times. The Metropass card will be used for cardholder's sole purpose; others, including family members, friends, or coworkers, may not use it.

5. **Forgotten Metropass Card.** If the Metropass card is forgotten, cardholder will be charged the normal fare by the transit carrier without any form of reimbursement.

6. **Lost or Stolen Metropass Card.** Cardholder agrees to immediately report a lost or stolen Metropass card to FMD. If a Metropass card is later found, cardholder will immediately return it to FMD.

7. **Cardholder Information.** Cardholder must promptly notify FMD of any change in name, address, or telephone numbers.

8. **Cancellation by Cardholder.** Cardholder may cancel participation in the Metropass Program at any time by returning Metropass card to FMD and completing a cancellation form. Cardholder agrees to immediately return the Metropass card to FMD when there is a change in status that makes the cardholder 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.

9. **Cancellation by FMD.** 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 other FMD parking and transit programs, including use of a Metropass by someone other than cardholder; or change in employment status or work location that makes cardholder no longer eligible for FMD's Metropass program. Other consequences for Metropass violations may include criminal theft or fraud charges, restitution of Metropass charges, Human Resources Office notification of Metropass infraction, and other actions as deemed appropriate by FMD.

10. **Transit Utilization.** 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.

11. **Liability.** Cardholder's use of the Metropass card and public transportation is at their own risk. Neither FMD nor the State of Minnesota assumes responsibility for personal safety or loss of personal belongings while waiting for, riding on, or leaving the transit vehicle.