



Transit Pass Salary Reduction Agreement

The ***pre-tax** salary reduction specified in this agreement will begin with the first paycheck before the pass month named below. This Salary Reduction Agreement supersedes any previous Salary Reduction Agreement for the person named below (the "Employee") under the Transit Pass Program (the "Program") offered by Clackamas Community College. For details on potential savings, please see the CCC TriMet Pass Benefit FAQ's located online on the Human Resources webpage under Additional Benefits at <https://www.clackamas.edu/about-us/ccc-jobs/compensation-and-benefits>.

This form must be faxed to 503-650-7348 or delivered Human Resource Department before the 10th day of the month preceding the month you wish to receive a pass.

Initial HOP pass pickup location: Oregon City Campus, Barlow Hall, room B204.

(PLEASE PRINT)

Employee Name: _____

ID Number: _____ Department: _____

Email: _____ Phone: _____

I Wish to (check one): **Order []** **Change []** **Cancel []**

Transit Pass for the Month Beginning: _____ **Year:** _____

<u>Pass Type</u>	<u># of passes</u>	<u>Max Per Month</u>	<u>Pass Price</u>
Adult: 2.5-Hour Pass	[]	15	\$ 2.50
Adult: 30-Day/1-Month Pass	[]	1	\$100.00
*Honored Citizen: 2.5-Hour Pass	[]	15	\$ 1.25
*Honored Citizen: 30-Day/1-Month Pass	[]	1	\$ 28.00

**Honored Citizen Application must be obtained directly through TriMet for approval. Once approved, please bring approval to Human Resources along with your completed Reduction Agreement.*

I authorize Clackamas Community College to deduct the cost of the monthly Transit Pass, on a pre-tax basis, from my paychecks while this Transit Pass Salary Reduction Agreement is in effect.

Signed: _____ **Date:** _____

Important! This election will stay in effect until a new one is received either canceling or changing your order. If you would like to Cancel and then Order a pass for a later month, please fill out 2 separate Transit Pass Salary Reduction Agreements.

Questions: Contact your payroll administrator by submitting an HR Service Desk ticket at <http://support.clackamas.edu> or calling 503-594-3300

For Office Use Only

Input Date:

Initial:

Revised: 9/1/2019