



# PLATINUM PASS EMPLOYEE AGREEMENT – 10/01/2016

EMPLOYEE NAME	EIN
PLATINUM PASS #	AGENCY, DIVISION

**CONGRATULATIONS ON GETTING A NEW PLATINUM PASS!**

Your old pass is good through September 30, 2016, 11:59 PM.

Your new pass becomes effective October 1, 2016.

This card works just as the Platinum Pass worked in the past. When you board transit, simply tap the micro-chipped card on the target spot of the fare box reader. Your card is valid on all Valley Metro Transit (bus and rail). Remember, because the State pays for a portion of your transit fare, you are the only person authorized to use this card. Please review all of the terms and conditions and acknowledge with your signature:

**TERMS AND CONDITIONS OF THE PLATINUM PASS PROGRAM:**

1. The Platinum Pass is to be used ONLY by the employee to whom it is issued. Improper use includes selling, loaning, or making the card available for use to anyone other than the employee to whom it was issued.
2. The employee's use of the Platinum Pass is subsidized for trips to and from work with a State agency, board, or commission. Non-work trips may be taken with the card in a month in which you have already incurred THE MAXIMUM MONTHLY CHARGE IN COMMUTING TO AND FROM WORK. There is no charge for these additional trips to either the employee or to the State.
3. The employee is liable for charges incurred with the Platinum Pass. The card should be secured as if it was a credit card and the employee must notify their personnel or payroll office immediately if their Platinum Pass is lost or stolen. The card will be invalidated.
4. An employee who applies to replace a lost, damaged, or stolen Platinum Pass will be charged a \$5.00 replacement fee by way of payroll deduction.
5. Upon termination of employment with the State, this card must be surrendered. Final charges for the Platinum Pass will be deducted from the employee's final pay.
6. Employees must work in Maricopa County to be eligible. Employees of State universities and other State Agencies not paid through the ADOA Statewide payroll system are not eligible.
7. The State may change Platinum Pass policies and procedures from time to time and will notify participants of such changes. The employee's use of the card after receiving notice of change will indicate their agreement to the change.
8. Employees who violate these rules will be subject to disciplinary action.

**I have received, read and agree to comply with the policy governing the Platinum Pass. I further authorize the Department of Administration to deduct from my pay, all applicable charges incurred through participation in the Platinum Pass program. I understand this authorization will remain in effect until all charges have been recovered.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SPECIAL BENEFIT FOR YOU IF YOU RIDE TRANSIT TWO TIMES OR MORE A WEEK:**

Free membership to the Commuter Club & Emergency Ride Home Program!

Visit [www.capitolrideshare.com](http://www.capitolrideshare.com) and sign up for the Commuter Club. You can also do it by phone at 602.542.7433. You will receive discounts and free goodies at various merchants. In addition, you will receive access to a free emergency ride home from your office should you become ill. Certain restrictions apply.

**THANK YOU FOR DOING YOUR SHARE TO CLEAR THE AIR!**

**Instructions to the Agency:**

This document is to be retained in the Employee's Personnel File as evidence of receiving the renewed Platinum Pass card as well as Agreement with the Terms and Conditions of the Capitol Rideshare Platinum Pass Program.

**Agency Acknowledgement: Initials & EIN:** \_\_\_\_\_

**Date:** \_\_\_\_\_