SEATTLE CENTRAL COLLEGE
TRANSPORTATION MANAGEMENT PLAN FOR EMPLOYEES
2016-2017

The Transportation Management Plan (TMP), at Seattle Central College, offers many different ways for faculty and staff to get to and from campus - and save money doing it! Many transportation incentives are available to employees at the college, including the ORCA Card (transit pass), carpool, and Zipcar. Seattle Central encourages all employees to utilize alternative modes of transportation rather than driving alone in order to reduce traffic congestion, decrease fuel consumption, and meet our sustainability goals by helping to improve air quality.

BUSES / PUBLIC TRANSIT

Seattle Central College is well served by excellent bus service. Several Metro routes, including 9, 11, 49, and 60, provide direct bus service right to SCC main campus on Broadway and E. Pine. In addition, Metro routes 8, 10, 47 and 43 are a mere block or two away. Also, with the opening of the **Capitol Hill Light Rail Station** and the **First Hill Streetcar**, the college is now happily and well served by frequent service to the north end of campus from downtown, Pioneer Square, and the International District. Please see below for additional information regarding each route.

- **Route 8** buses from lower Queen Anne and from the Central Area (23rd and S Jackson) operate weekdays, as often as every 30 minutes, from 6:30 A.M. to 9:30 P.M., stopping at Broadway and E. John Street.
- **Route 9** from Columbia City/Rainier Beach operates during peak hours, as often as every 30 minutes weekdays, and makes stops on Broadway and E. Pine Street.
- **Route 11** provides frequent (as often as every 7-10 minutes) and convenient service to campus from downtown Seattle and many areas of Capitol Hill, with stops on Broadway and E. Pine.
- **Routes 10 and 43** serves the University District and downtown, with stops at Broadway and E. John Street.
- **Route 49** offers service, at 15-minute intervals on weekdays, from downtown Seattle to Capitol Hill and to the University District, making it easy to connect downtown with buses serving many areas of King County. Route 49 buses also make stops at Broadway and E. Pine.
- **Route 60**, departing from White Center to Beacon Hill and continuing to Capitol Hill, offers service, as often as every 30 minutes, from 5:30 a.m. to 9:15 p.m. with stops at Broadway and E. Pine.
- **Link Light Rail,** provides frequent rush hour trains (every 6 minutes) from the UW. The Light Rail line begins its north run from SeaTac airport, travels through the Rainier Valley up MLK Blvd, with frequent stops from the International District, to Pioneer Square, two stops in downtown and then to the Capitol Hill location at the north end of SCC Campus (Broadway and Denny).
- **The First Hill Streetcar** connects the Pioneer Square area, the International District, First Hill and Capitol Hill, with stops from Jackson St, Yesler St and all along Broadway from Yesler to the north end of the SCC campus.

No bus service in your neighborhood? You may be able to catch a bus at a nearby Park & Ride lot. For additional information regarding Metro, including other bus routes, location of Park & Ride lots, and trip planner, please contact **Metro at 206-553-3000** or on-line at http://metro.kingcounty.gov/. Do you want to plan a trip? Try this convenient trip planning site: http://tripplanner.kingcounty.gov/

The SCD-issued ORCA Card. Seattle Colleges offers ALL eligible employees a subsidized transit pass called the "**ORCA Card**". The SCD-issued ORCA Card, essentially a multi-countywide public transit pass, allows you to ride regular **Metro and Sound Transit bus service, the Link Light Rail system, the Seattle Streetcar system, Pierce, Community, Everett, and Kitsap Transit busses, and the passenger only ferries to West Seattle from Vashon or the Downtown Seattle waterfront (West Seattle Water Taxi)** anytime, anywhere all over the region, as often as you want, for no additional charge. You can use the SCD-issued ORCA Card to get to work, to go shopping, and to run errands.

Want to skip the highway traffic altogether? Try the Sounder train or the Light Rail! The SCD-issued ORCA Card can also be used on the Sounder train, with rush-hour service from Tacoma and Everett on Monday through Friday. The Sounder train from Tacoma departs from the Tacoma Dome station and makes stops in Sumner, Auburn, Puyallup, Kent, Tukwila, and Seattle's King Street station. The Everett Sounder train departs from the Everett station and makes stops at Edmonds, Mukilteo and Seattle's King Street station. For the north end commuters, the SCD-issued ORCA Card is also valid during commuter hours, Monday through Friday, on selected Amtrak Cascades trains between Seattle and Everett. For additional information regarding Sounder train, please contact Sound Transit at http://www.soundtransit.org. The Central Link Light Rail runs from Seatac Airport all the way to Capitol Hill, with stops in Rainier Beach and the Central District along MLK

Avenue and Beacon Hill, International District, SODO and Pioneer Square, downtown and Capitol Hill, with its final destination being Husky Stadium at the UW campus. During rush hour the trains run every 6 minutes!

How much does the SCD-issued ORCA Card cost? As an employee you are eligible to receive the SCD-issued ORCA Card for $51 per quarter!!!. All you have to do is participate in our transportation management plan by paying an additional nominal TMP fee of $10 each quarter (or $1.67 per paycheck). That adds up to a total of $20.34 per month to commute.

Where and how to pick up the ORCA Card? Permanent employees of the college, including classified staff, full-time and continuing faculty (at 50% of employment and higher), administrators and managers, have the option of paying for the TMP fee and SCD-issued ORCA Card through payroll deduction. In addition, with the advent of the new technology for the SCD-issued ORCA Card, for all FT staff on payroll deduction for the ORCA Card, **it is not necessary to pick up the card every quarter! The card you have works until you decide you do not want it anymore! Please visit this web page to sign up for the card: http://seattlecentral.edu/transportation/orca.php and click on the tab that says "Employee ORCA payroll deduction".** Once completed you would pick up the card in room BE1143

Please contact Jeff Keever (jeff.keever@seattlecolleges.edu) in Transportation Services Office, room BE1143, Anthony Gonzalez at 206-934-3202 (Anthony.gonzalez@seattlecolleges.edu) , Jim Novak (jim.novak@seattlecolleges.edu) 206-934-4361, or Deanna Maki (Deanna.maki@seattlecolleeges.edu) at 206-934-6932 if you have any questions. Or just call our main hotline number at 206-934-3202. *For transportation purposes, a permanent employee is defined as an employee who is eligible for all fringe benefits, including medical and vacation*.

IMPORTANT FOR FACULTY WHO DO NOT TEACH DURING THE SUMMER: If you are signed up for payroll deduction of the ORCA card, and you do NOT wish to use the card during the summer months when you are not teaching, it is vital that you cancel your payroll deduction for this before the end of Spring Quarter. If you wish to continue using the card during the summer, even though you are not teaching, the entire amount of the ORCA card deduction for the whole summer will be deducted from your June 25 paycheck. Please see your Transportation Coordinator for more details.

Temporary and part-time employees, including hourly staff and quarterly faculty, can pay the TMP fee and ORCA Card fee at the Campus Cashier and pick up the pass from the cashiers. Please make sure to complete a quarterly transportation application prior to going the cashier window. NOTE: Student employees are NOT eligible to participate in the employee TMP. If you are a student/employee taking 6 or more credit hours of classes, you must participate under the student plan.

IMPORTANT PAYROLL DEDUCTION INFORMATION!!!
If you are signed up for payroll deduction for the SCD-issued ORCA card, it is important to note that if you no longer wish for this deduction you MUST submit a cancellation form. To do so, please visit the same web page as noted above and click on "cancel my deduction". **This is the only way to stop the payroll deduction for this**. The ORCA Card deduction may be cancelled any time, in which case the employee would be required to turn in their SCD-issued ORCA Card, and would not receive one again unless they decide to reinstate the payroll deduction for this. For Hourly staff, the quarterly ORCA Card is non-refundable.

Washington State Ferries

If you ride the Washington State Ferries as a walk-on passenger, bike rider, or a passenger in either a carpool or vanpool, you are eligible to receive up to ***$58 per month of subsidy*** on your ferry pass. Please contact Transportation Services Office for reimbursement information. For those employees who use Pierce, Community, Everett, or Kitsap Transit to get to and from work, GOOD NEWS!! Your SCD-issued ORCA Card covers these transit agencies!!!

The public transit subsidy benefit is available to **permanent employees only**. You must still participate in the TMP program ($10 quarterly fee) to be eligible for the subsidy. The subsidy is provided in lieu of you receiving the SCD-issued ORCA Card. You **CANNOT** receive both an ORCA Card and the monthly subsidy. This subsidy is offered ONLY to those employees who use public transit as a normal mode of commute to and from work. Employees who regularly drive or those with a parking permit are NOT eligible for subsidy reimbursement. IMPORTANT: We advise any Ferry riders to NOT load an SCD-issued ORCA Card with the Ferry portion, but rather to purchase a separate, personal ORCA Card for this use.

Additional benefits. All permanent employees, registered in the TMP program as **non-driving** participants, are eligible for ***12 Free Parking Vouchers*** and the ***Home Free Guarantee***. The Parking Vouchers allow an employee to park up to 12 free days on campus each quarter. The Home Free Guarantee offers a free ride home to eligible employees in cases of unexpected emergency. Please see respective sections on ***Parking Vouchers*** and ***Home Free Guarantee*** for additional information.

WALKERS & BIKE RIDERS

You represent the cleanest mode of commute. When you walk or ride your bike to work, not only you are doing your part to reduce traffic congestion and pollution but you are also getting a great workout. All permanent employee walkers and bike riders are eligible to participate in the TMP program ($10 quarterly fee).

Additional benefits The College may provide bike lockers to **permanent** employee bike riders participating in the TMP ($10 fee). You can safely lock up your bicycle, stow away other belongings like helmet, and back pack. Do you need a place to shower after your bike ride? The college offers shower facilities in the Student Activity Center for employee bike riders, during operating hours. Please contact Transportation Services Office for additional information. This benefit requires you to have an employee ID badge, obtainable at the Cashier's Office for $5, and to have us register your name with the Fitness Center.

Again, all permanent employees, registered in the TMP program as non-driving participants, are eligible for the ***12 Free Parking Vouchers*** and the ***Home Free Guarantee.*** The Parking Vouchers allow an employee to park up to 12 free days on campus each quarter. The Home Free Guarantee offers a free ride home to eligible employees in cases of unexpected emergency. Please see respective sections on ***Parking Vouchers*** and ***Home Free Guarantee*** for additional information.

CARPOOLS

Permanent employees, who carpool to campus or the surrounding vicinity, are eligible for a ***discounted parking permit***. The current carpool-parking rate for employees is **$91.50 per quarter**. Each carpool requires a minimum of two persons, commuting together for at least 50 percent of the carpool's longest individual commute distance. Registered carpool participants must be of driving age to qualify under the Commute Trip Reduction Law. Members of the carpool must be carpooling to Seattle Central campus or the surrounding vicinity at least four (4) days per week. An employee of the college must be registered as the primary driver of the carpool to be eligible for all carpool benefits, including the discounted parking permit. The carpool passenger may be another Central employee, a student, or any other individual meeting the carpool criteria as stated above. Only Central employees, however, are eligible for all carpool benefits. NOTE: The primary employee carpool driver is automatically registered in the TMP program ($10 fee).
Permanent employees of the college, including classified staff, full-time and continuing faculty (at 50% of employment or higher), administrators and managers, have the option of paying for the parking fee through payroll deduction. Please contact Transportation Services Office in room **BE1143** to complete an application and receive the parking permit. *For transportation purposes, a permanent employee is defined as an employee who is eligible for all benefits, including medical and vacation*.

Additional carpool benefits

If you are the passenger in a carpool as an employee at Central, you have the option of receiving an ORCA Card (for $51). In addition, any Central employee **carpool passenger** is eligible to receive the ***Parking Vouchers*** for 12 FREE parking days per quarter (see Parking Vouchers section below). Carpool parkers in the Harvard Ave. garage may also park in the carpool section, located just inside the entrance of the garage to the left as you enter the garage, making it more convenient for you to enter and exit the parking garage.

All employees are encouraged to contact Transportation Services Office for on-campus carpool match service. If you are interested in carpooling with an external/outside individual, a FREE ride match service is available from Metro. For additional information, please contact Metro at 206-625-4500 or online at http://www.rideshareonline.com.

VANPOOLS

Vanpools are a convenient, comfortable, and affordable way to commute for people who do not have bus service or access to a vehicle. Metro provides the van to a group of 5 to 15 commuters who share their ride and pay a fixed fare. For additional vanpool information, please contact Metro at **206-625-4500** or on-line at http://www.rideshareonline.com. If a Central permanent employee is the driver of the vanpool, that employee may receive the discounted parking rate for "Carpool" driver. All campus carpool rules and regulations will apply for vanpool parking. Please contact Transportation Services Office for more information or to register as a vanpool participant.

Permanent employees who participate in the TMP program, **who are not the Vanpool driver**, are eligible to receive up to **$58 of subsidy per month** for vanpool fare. The subsidy is provided in lieu of you receiving an SCD-issued ORCA Card or SCD-issued parking permit.

PARKING FOR SINGLE OCCUPANT VEHICLES

Seattle Central College has limited parking space available to single occupancy vehicles (regular parking). Current parking rates, based on percentage of employment, for regular parking are as follows:

0.0 % to 33.9 % of full-time	$ 54.00 per quarter
34.0 % to 50.0 % of full-time	$ 80.75 per quarter
50.1 % to 66.9 % of full-time	$ 108.00 per quarter
67.0 % or more of full-time	$162.00 per quarter

All Seattle Central College staff that purchase parking permits are able to use their permits to park at any of the Seattle Community College campuses (North, South, SVI).

RESERVED PARKING AT SEATTLE CENTRAL/SIEGAL CENTER

Reserved parking is limited to the row of spaces in the Harvard Garage immediately to the right as you enter the garage, as well as the lower level garage at the Science and Math building. Current reserved parking rates are as follows (no discounts for less than fulltime percentage of employment):

Regular	$261.75 per quarter
Carpool	$195.75 per quarter

Payroll deduction option: Permanent employees of the college, including classified staff, full-time and continuing faculty (at 50% of employment or higher), administrators and managers, have the option of paying for the parking fee through payroll deduction. A portion of the parking fee (1/6th of the quarterly fee) is deducted each time you get a paycheck. Please contact Transportation Services Office in room **BE1143** or at **206-934-3202** to complete an application and parking permit. The permit application is now found online: (http://seattlecentral.edu/transportation/employee-parking.php)
For transportation purposes, a permanent employee is defined as an employee who is eligible for all fringe benefits, including medical and vacation. NOTE: All employees purchasing a parking permit are required to participate in the TMP program. You will be charged $10 per quarter in addition to the quarterly parking fee.

For PT Faculty who are on the Priority Hire list: You are also eligible for payroll deduction of your parking permits. Please be aware that if your percentage of employment changes, you will need to make the appropriate changes to your records with the Transportation Department. We have no way to track these changes unless you tell us. If your percentage of employment drops below 50%, you should opt for the Quarterly payment option, and purchase your parking permit at the Cashier's Office.

Important! No employees may purchase BOTH a parking permit and an SCD-issued ORCA Card in the same quarter.

Quarterly payment option: Temporary and part-time employees including hourly staff and quarterly faculty, can pay the parking fee at the Campus Cashier, and receive a parking permit directly from the cashier. Please make sure to complete a quarterly transportation application (available online here: Quarterly Payment option) prior to going the cashier window. These employees will also pay the $10 TMP fee.
NOTE: **Student** employees (those who are enrolled for 6 or more credit hours) are NOT eligible to participate in the EMPLOYEE parking program.

PRE-TAX OPTION FOR PAYROLL DEDUCTIONS

All benefits eligible employees can now have their parking and ORCA Card fees deducted on a PRE-TAX basis. This option allows you to payroll deduct your fees on a pre-tax basis. You must elect whether or not to deduct your fees from your pre-tax income. When you elect to payroll deduct on a pre-tax basis, it reduces your taxable income. This allows you to realize savings in Federal income taxes, Social Security, and Medicare. Please be aware, however, that tax laws do not allow for a refund of the pre-tax parking or ORCA Card fees once deducted.

Important: **If you know that you will not be working a quarter (for faculty, this means especially summer quarter), it is always a good idea to cancel your parking or ORCA Card deductions before you leave for the Summer, then reinstate these when you return in the Fall, particularly if you think you might be receiving some kind of stipend or payment during this time (for example, if you are teaching JUST an online course).** You alone are responsible for the deductions that occur from your paycheck—please review your deductions regularly.

PARKING VOUCHERS

ALL employees including hourly employees, who registered in the TMP program as **non-driving** participants, are eligible for the ***Parking Vouchers***. The Parking Vouchers allow en eligible employee to park for up to 12 free days on campus each quarter. The vouchers allow you the flexibility to drive and park on campus on those days that you need your car for personal errands, appointments, etc. Please contact Transportation Services Office to register for and pick up the vouchers.

ADDITIONAL PARKING VOUCHERS

Additional vouchers (up to 12 per quarter) may be purchased as well. To purchase the additional vouchers, employees must first visit the Transportation office in BE1143. Please remember that the vouchers expire at the end of every quarter. These vouchers can be purchased in groups of either 6 or 12, and the price per voucher is $5. This means that 6 will equal $30 and 12 will be $60. No more than 12 additional vouchers may be purchased in any one quarter.

HOME FREE GUARANTEE (EMERGENCY RIDE HOME)

What happens if you have taken the bus, carpool (passenger only), walk, or ride your bike to work - and then there is an emergency and you have to get home fast? **NO PROBLEM!** If an emergency comes up during work hours - such as an illness (personal or family member) or a missed ride, Seattle Central will pay for your taxicab home (or to a daycare address), for up to 60 miles one-way trip. You may use the Home Free Guarantee up to two (2) times per quarter.

The Home Free Guarantee benefit is only available to permanent employees participating in the TMP program. When you need to use your Home Free Guarantee, just contact the Transportation Services Office at **206-934-3202** during normal office hours. After 4:30 PM, please contact the Parking Garage booth directly at **206-934-3809**. When calling for the emergency ride home, please be prepared to:

- state the nature of your emergency,
- how you got to work that day (bus, carpool passenger, etc.)

You will be required to arrange your own taxi ride home and to pay up front for your trip. Upon completion of the trip, please make sure to get a receipt from the taxi driver, and then when you return to work please make sure to stop by the Transportation office in BE1143 to complete the trip reimbursement form.
*****Please note that unexpectedly working late can no longer be used as a reason for requesting an emergency ride home under our TMP. Please contact your department administrator if you require reimbursement for this.*

ZIPCAR

Want a better reason to leave your car home and try an alternative mode of commute to work? All permanent employees, participating in the TMP program as non-driving employees, are eligible for the Zipcar benefit. Zipcar is an affordable and convenient car-sharing program that allows participating members to use selected cars for both personal and business reasons. Seattle Central Community College pays for the cost of membership and the use of the Zipcar for all eligible employees. Once you are approved as a Zipcar member, you can use a Zipcar between the hours of 7:30 AM to 5:30 PM, Monday through Friday, for up to a maximum of six (6) hours per day. If you require access to Zipcar after 5:30pm, you MUST contact Jeff Keever in Transportation for approval, and have your department administrator approval. Please contact **Jeff Keever** in Transportation Services Office for Zipcar application process.

NOTE: Zipcar, a private and for-profit company, is NOT a part of Seattle Central College or Seattle Colleges District. The college pays for the use of their vehicles. Currently, Zipcar has placed many vehicles in the area surrounding Seattle Central College, including three (3) vehicles right on SCC main campus. Your application, once approved by SCC Transportation Services Office, will be forwarded to Zipcar for a driving-record check. Upon approval, Zipcar will send a membership package, including membership key card and usage information, to the campus for you.

FLEX-TIME AND COMPRESSED WORK WEEK

During the summer months, college employees work a compressed schedule of 4 nine hour shifts and 1 four hour shift on Fridays. Individual departments may decide to put specific staff on compressed schedules throughout the academic year. Staff members must check with their own supervisor to see if this may be an option. In addition, individual departments within SCC may also offers Flex-time schedules to specific individuals, depending upon the circumstances. Flex-time is a system of working in which employees are allowed to choose the hours they work as long as they complete the total number of hours stipulated in their contract. Again, staff members must check with their own supervisor to see if this may be an option.

TELECOMMUTING

This procedure applies to all exempt and classified staff. A telecommuting arrangement can be initiated upon the employee's request. Supervisors must determine the feasibility of the proposed telecommuting arrangement, then work in conjunction with the employee to come up with a telecommuting agreement. Not all work situations are suitable for telecommuting and not all proposals will be approved.

The Telecommuting Agreement form can be found at the end of this document. Once completed by the employee and approved by the supervisor, the supervisor will keep the original document on file and provide a copy to the employee. Unless otherwise noted, the agreement is valid for one year and eligible for extension thereafter. At any point prior to the expiration date, the supervisor and employee may mutually agree to revisit the agreement and make any changes as necessary.

Telecommuting is limited to a maximum of three days per week. The employee agrees to remain accessible during designated work hours and understands that the supervisor retains the right to modify the agreement on a temporary basis as a result of operational necessity. Employees may be required to report to work on a telecommuting day if required by the supervisor.

Subject to supervisor approval, the employee's department may provide the general office supplies needed by the employee to complete job duties. The employee agrees to use SCD-owned property for official college business only. Any property loaned belongs to SCD and must be returned by the end of the same day as the termination of the Telecommuting Agreement.

Employees are liable for any intentional damage to loaned equipment and all costs related to the preparation or use of the alternate worksite. The contents of any personal computers used to conduct official college business remains subject to the Washington State Public Records Act and other applicable regulations.

The supervisor may arrange for the employee to connect on the campus network by remote login through the respective IT department. If appropriate, an arrangement for telephone forwarding services may also be considered. Employees will take any precautions necessary to keep proprietary information confidential and prevent unauthorized access to any college system from their alternate worksite.

Telecommuting agreements may be terminated by the supervisor with a minimum of three days' notice. Proposals are reviewed on a case-by-case basis and are approved or denied at the sole discretion of the direct supervisor.

CANCELLATION OF TMP

The payroll deduction of the TMP fee can be cancelled, but any employee who decides to cancel this fee will then not be eligible for ANY of the benefits of the program, including the ability to purchase an SCD-issued ORCA Card, parking, ferry reimbursement; or the ability to receive any of the free perks, such as bike lockers, free showers, parking vouchers, Guaranteed Ride Home, Zipcar.

RESPONSIBILITY

All transportation benefits, including parking permits and bus passes, issued or provided by Seattle Central College and Seattle Colleges District are **NON-TRANSFERRABLE**. Your pass, (parking, bus pass, parking vouchers) may not be loaned, sold, or otherwise transferred to another person. Please return all issued passes/permits to Transportation Services Office once the student or employee is no longer eligible for such benefits (i.e. leaving the job or College). Since the college and the district must pay for all benefits provided to the employees, unauthorized use or misuse of the TMP benefits results in increased costs and may affect the College's ability to continue funding the benefits and the Transportation Management Plan.

Misuse or abuse of the permits and passes issued or provided by Seattle Colleges may result in suspension of parking and/or bus pass privileges. If the employee or student received financial gains from the act of unauthorized transferring of the permit or pass, Seattle Colleges reserves the right to seek full compensation reimbursement (market rate) from the employee or student for benefits issued, and disclose the name of the employee/student to the campus Safety and Security Office, Transportation Services Office, the Department Dean (or Student Services in the case of a student).

WHY THE TMP?

The Commute Trip Reduction Law passed by Washington State Legislature and other Seattle City ordinances require all affected employers to encourage employees to find alternatives to drive-alone commuting. The primary purpose of the law, as well as of the local ordinances, is to improve air quality, reduce traffic congestion, and reduce energy consumption. By offering the Transportation Management Plan, as described above, Seattle Central College is complying with the law/ordinances. In addition to complying with the law, the Transportation Management Plan demonstrates our ongoing commitment to being a good neighbor in our community. Traffic congestion and air pollution are problems that will not get better unless everyone is involved in the solutions.

SUMMARY OF TMP BENEFITS/INCENTIVES FOR FULL-TIME, PERMANENT EMPLOYEES

The TMP fee ($10) pays for the eligibility of the employee to:

- Purchase the SCD-issued ORCA Card (for $51)
- Purchase a parking permit/carpool parking permit (price varies)
- Receive Ferry or vanpool/van share subsidies ($58/month, if not purchasing an SCD-issued ORCA Card or an individual or carpool parking permit)
- Strictly for bikers---to utilize campus facilities for showering, and also the opportunity to utilize a bike locker (fees apply)
- Receive Parking Punch Vouchers (only for eligible alternate commuters).
- Participate in the Zipcar program (if not purchasing an individual parking permit, or not the registered driver of a carpool)
- Utilize the Emergency Ride Home program as necessary if eligible (must have taken alternate transportation to work that day).
- Parking permits are valid at any of the other Seattle Colleges schools.

SUMMARY OF TMP BENEFITS/INCENTIVES FOR HOURLY EMPLOYEES

The TMP fee ($10) pays for the eligibility of the hourly employee to:

- Purchase the SCD-issued ORCA Card (for $51)
- Purchase a parking permit (price varies)
- Receive 12 Free Parking Vouchers (only if the employee uses alternate transportation means)
- FT Faculty members working less than 50% in the summer are still eligible to purchase the ORCA Card for the discounted price of $51, and remain eligible for the Parking Vouchers if they are already eligible..
- Quarterly parking permits are valid at any of the other campuses (North, South, SVI).

EED ADDITIONAL INFORMATION?

Employees with internet access may find additional information, including all transportation forms and fees on our website at: **http://www.seattlecentral.edu/transportation/about.php.**

If you have additional questions, please contact:

Jeff Keever
SCCC Employee Transportation Coordinator
Transportation Services Office – MS 2BE1143
206-934-6932 /206-934-3202/206-934-2016/ 934-4393
206-934-3808 fax
jeff.keever@seattlecolleges.edu

SIEGAL CENTER & SVI

The SCC Transportation Management Plan contains all elements of the District-wide TMP. Siegal Center employees are entitled to all benefits available under the SCC program. For your convenience, Siegal Center employees may contact Heather Emlund **at 206-934-4114.** SVI employees may contact **Janice Melrose**, our designated on-site coordinator, at **206-934-4941**. Please note that SVI parking permit prices are different than those for Central. Please contact Janice for more information.

WEBSITES FOR ADDITIONAL TRANSPORTATION INFORMATION

Washington State Department of Transportation	http://www.wsdot.wa.gov
King County Metro	http://metro.kingcounty.gov/
Sound Transit	http://www.soundtransit.org
Community (Snohomish) Transit	http://www.communitytransit.org
Pierce County Transit	http://www.piercetransit.org
Carpool/Rider Match Service	http://www.rideshareonline.com
ZIPCAR	http://www.zipcar.com/
Kitsap Transit	http://www.kitsaptransit.org/
Everett Transit	http://everetttransit.org/
ORCA Card	http://www.orcacard.com/ERG-Seattle/p1_001.do

Telecommute Plan and Agreement Form

This document is intended to ensure that both the supervisor and the employee have a clear, mutual understanding of the employee's telecommuting arrangement. Each telecommuting arrangement is unique depending on the needs of the position, the supervisor, and the employee. Changes may be made at any time during the term of this agreement.

Unless otherwise specified in this document, either the supervisor or the employee may terminate the telecommuting agreement by providing a minimum of three days' written notice. This provision does not apply to telecommuting arrangements made through the disability accommodation process.

Employee Telecommuting Information

Employee:	
Job Title:	
Department:	
Supervisor:	
Effective dates of arrangement:	to

Work Schedule

Regular work schedule:	☐ Monday ☐ Tuesday ☐ Wednesday	☐ Thursday ☐ Friday	☐ Saturday ☐ Sunday
Work period for regular work days:	From to		
Telecommuting schedule: *Check days that apply.*	☐ Monday ☐ Tuesday ☐ Wednesday	☐ Thursday ☐ Friday	☐ Saturday ☐ Sunday
Work period for telecommuting days:	From to		

Job Duties

The general expectation for a telecommuting arrangement is that the employee will continue to effectively accomplish regular job duties, regardless of work location. If there are telecommuting-specific job duties and/or expectations, please specify them in the box below or enter N/A if not applicable.

Telecommuting-specific job duties and/or expectations:	

Equipment and Technology Access

Specify any equipment or technology access the employee will need to telecommute and whether it will be employee or employer provided. Review all policies on the use of College- or District-owned equipment, including while telecommuting.

Employee equipment needs:	

Additional Details

Any other information applicable to this agreement:	

Employee signature: Date:

Supervisor signature: Date:

President signature: Date: