

ValuPass Process/Procedure

Effective Date:

- Employees must enroll by the 1st of the month in order to receive their monthly pass in the mail from RTD by the 1st of the following month. For example, if an employee would like a pass starting in April, the form would need to be submitted by close of business on March 1.

Rules:

- ValuPass is a series of monthly passes, which are purchased in advance, rather than month-by-month for a 12-month period. Since passes are purchased in advance, *employees are responsible for paying the remaining unsubsidized cost of the ValuPass if they separate from service with the City prior to the end of the 12-month enrollment period.*
- There are three types of passes offered:
 - Local – This pass is good for all local and limited routes at all times. It is also good for a \$1.75 credit on any other regular RTD service.
 - Express – This pass is good for all express routes at all times. It is also good for a \$3.00 credit on any other regular RTD service.
 - Regional– This pass is good for all Regional, SkyRide and Regular RTD services at all times.
- Passes are non-transferable and non-refundable.
- RTD or the City and County of Denver do not assume responsibility for loss, theft, destruction, or misplacement of the pass.
- RTD will mail the pass to the employee’s home each month. Employees are responsible for notifying Career Service Authority of address changes.
- The City and County of Denver (via the Careers Service Authority) will NOT have monthly passes available on site.
- Deductions will be taken on the second (2nd) pay period of each month.
- The yearly, unsubsidized cost of the passes are as follows:

<u>ValuPass</u>	<u>Discount ValuPass*</u>
Local: \$770	\$385
Express: \$1408	\$704
Regional: \$1804	\$902

- The monthly employee cost, after City subsidy are as follows:

<u>ValuPass</u>	<u>Discount ValuPass*</u>
Local: \$33	\$16.50
Express: \$45	\$22.50
Regional: \$63	\$31.50

***Discount Fares** - Apply to all seniors 65+, individuals with disabilities, Medicare recipients and students in elementary, middle school and high school, ages 6-19. Provide proof of eligibility upon boarding.

- The following will be owed to the City should the employee separate from service prior to the end of the 12-month enrollment period for the ValuPass:

Months Remaining on ValuPass Contract

	11	10	9	8	7	6	5	4	3	2	1	
Pass	Local	\$705.83	\$641.70	\$577.53	\$513.36	\$449.19	\$385.02	\$320.85	\$256.68	\$192.51	\$128.34	\$64.17
	Express	\$1290.67	\$1173.30	\$1055.97	\$938.64	\$821.31	\$703.98	\$586.65	\$469.32	\$351.99	\$234.66	\$117.33
	Regional	\$1653.67	\$1503.30	\$1352.97	\$1202.64	\$1052.31	\$901.98	\$751.65	\$601.32	\$450.99	\$300.66	\$150.33

Months Remaining on Discount ValuPass Contract

	11	10	9	8	7	6	5	4	3	2	1
Pass Local	\$352.88	\$320.80	\$288.72	\$256.64	\$224.56	\$192.48	\$160.40	\$128.32	\$96.24	\$64.16	\$32.08
Express	\$645.32	\$586.65	\$527.99	\$469.32	\$410.66	\$352	\$293.36	\$234.66	\$175	\$117.33	\$58.67
Regional	\$826.82	\$751.65	\$676.49	\$601.32	\$526.16	\$451	\$375.83	\$300.66	\$225.50	\$150.33	\$75.17

- Upon enrolling, the employee authorizes that the above monies may be deducted from any compensation due to them; this includes the employee's final check.