

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: February 24, 1989
Reference Code: 89-05

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Traffic Management Coordinators

From: **Department of Personnel Administration**
Office of the Director

Subject: Transit Pass/Vanpool Driver Programs

This memorandum provides additional information on the recently announced programs involving payments to vanpool drivers and \$15 per month discounts on the purchase of transit passes and tickets.

Employee Eligibility

The initial memoranda on these programs (88-114 and 88-117) indicated that employees in Bargaining Units 1 and 9 would not be in them because bargaining agreements have not been reached with these units. Employees in Units 14 and 17 are also ineligible for current participation in these programs, since we do not yet have the appropriate final agreements with their exclusive representatives. Departments will be notified if and when this changes.

Claims process

A number of questions have arisen regarding the accounting and claims procedures for the departmental expenditures involved with the transit pass discount program. The Department of Finance, in cooperation with the State Controller's Office, will be issuing instructions on this in the near future.

Questions on these programs, may be referred to Sydney Miguel on 324-9363 or ATSS 454-9363.



Lillian Rowett
Deputy Director