



### Amendment to the Pre-Tax Bus Pass Pilot Program

Effective November 16, 2007, the Pre-Tax Bus Pass Pilot (PTBP) Program has been amended to allow eligible employees to enroll in the program outside of the open enrollment period under the following circumstances:

1. Annual bus pass expires and employee wishes to enroll in the PTBP Program.
2. Employee loses temporary parking assignment and wishes to enroll in the PTBP Program.
3. Employee transfers to another position or department resulting in a change of personal circumstances (parking not available at new work site, no alternate means of transportation, etc.).

Eligible employees shall submit a completed PTBP Enrollment Form to their personnel officer within 60 calendar days of the event date (expiration date of annual bus pass, date temporary parking is lost, and effective date of transfer). Upon confirmation of eligibility, the personnel officer shall enroll the employee in the PTBP Program.

Please contact Clifford Shinci of the Office of Human Resources at 956-8643 if you have any questions or have employees in situations other than the ones identified above who wish to enroll in the PTBP Program.

Thank you very much.