

TO: CHAIR AND MEMBERS
SUSTAINABLE CITY ADVISORY
COMMITTEE

DATE: 2018 November 06

FROM: DIRECTOR HUMAN RESOURCES
DIRECTOR FINANCE

FILE: 7700-20

SUBJECT: EMPLOYEE TRANSIT INCENTIVE PROGRAM

PURPOSE: To propose revisions to the Employee Transit Incentive Program.

RECOMMENDATION:

1. **THAT** the Sustainable City Advisory Committee recommend Council authorize staff to revise the Employee Transit Incentive Program effective 2019 January 01 as outlined in this report.

REPORT

1.0 BACKGROUND

In 2016 January 01, the City introduced an Employee Transit Incentive Program to encourage employees to use public transit to reduce the impact on the environment from vehicle emissions in support of the Environmental Sustainability Strategy and to free up needed parking spaces at City Hall.

The Employee Transit Incentive Program is based on the following guidelines:

- Full-time and part-time employees who work an average of 24 hours per week over the last month prior to the purchase of the monthly pass.
- A 25% incentive is applicable to the purchase of a Monthly TransLink Pass.
- Employees agree not to transfer the Monthly TransLink Pass to a third party for use.
- Proof of purchase of a Monthly TransLink Pass is provided to Payroll by employee; only one pass per employee is discounted each month.
- Payroll adds the 25% incentive amount to the employee's bi-weekly payroll cheque as reimbursement as this is a taxable benefit to the employee.

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The City Manager’s Office has a budget provision of \$38,000 for the Employee Transit Incentive Program. The following reflects the costs related to the program over the past 2 years.

Year	Cost
2016	\$13,579
2017	\$15,077

Employee Enrollment by status is as follows:

Status	2016	2017
Regular Full Time	47	59
Regular Part Time	7	5
Temporary Full Time	21	18
Auxiliary	16	15
Total	91	97

On average approximately 50% of enrolled employees submit reimbursements each month.

2.0 POLICY SECTION

Goal

- A Healthy Community
 - Healthy life – Encourage opportunities for healthy living and well-being
 - Healthy environment – Enhance our environmental health, resilience and sustainability

- A Thriving Organization
 - Organizational culture – Ensure that our core values are reflected in our policies, programs and service delivery
 - Human resources – Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values

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3.0 PROPOSED PROGRAM REVISIONS

The percentage of Auxiliary and Regular Part-Time employees participating in the program has been declining. In order to encourage the usage of the program, it is recommended that the qualifying hours be relaxed from 24 hours to 20 hours. This change will broaden opportunities for employees to participate in the program and responds to feedback from staff about the program. Cost increases to the City are minimal and can be accommodated within the existing budget.

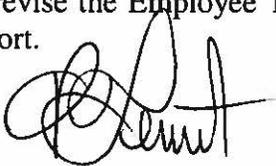
As well, it is recommended that reimbursement be based on current month activity versus prior month activity. Payroll is able to assess eligibility and process timely payments.

The Human Resource Department along with the Green Team which represents all departments will continue to increase awareness of the program through City-wide e-mails, employee orientation programs and initiatives such as the annual Commuter Challenge. Based on current program awareness initiatives, the total number of reimbursements has increased by 10% in 2017 and by another 14% in 2018, if year-to-date 2018 reimbursements continue consistently to the end of the year. The intention of increasing program awareness is to encourage the use of public transit and increase participation in the program by up to 20% annually, within the budget allocation.

Program reviews will be conducted annually to continually assess the success of the program.

4.0 RECOMMENDATION

It is requested that the Sustainable City Advisory Committee recommend Council authorize staff to revise the Employee Transit Incentive Program effective 2019 January 01 as outlined in this report.



Pat Tennant, CPHR
DIRECTOR HUMAN RESOURCES



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

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Copied to: City Manager