

THE EVERY DAY WAY TO RIDE WITH

University of Alberta / Postdoctoral Fellows - Frequently Asked Questions

What are the benefits of participating in the ETS@Work Program?

There are several benefits:

- ❖ **Save Money** - Eligible participants save a minimum of 24% off the cost of a regular adult monthly pass plus a federal tax credit of approximately 15%. It's almost like receiving 12 months of transit use for the price of 9.
- ❖ **Convenient & Worry-free direct payment** - The price of the pass is paid to ETS up front by the University. Arrangements for the payment of the participant's portion are based on an agreement with the University and the Participating Postdoctoral Fellows.
- ❖ **No More Waiting In Line** – The Program Coordinator assigned will conveniently order your pass and distribute it to you for the following month.

Who is eligible to participate?

Eligibility and restrictions are based on an agreement, approved by ETS, between the University of Alberta and the Postdoctoral Fellows. Please speak to the Program Coordinator for further details.

Is the program available for participant's family members?

Only one pass is available for each enrolled participant for commuting (primarily) to and from the University of Alberta. The University of Alberta / Postdoctoral Fellows are only allowed to order for, and accept payment from, the number of eligible participants they have enrolled. The ETS Adult Monthly Pass however, is a transferable product and may be used by other family members when not in use by the participant themselves (example: evenings or weekends). Participants are NOT to be enrolling for the purpose of giving or selling their pass to someone else.

So how much in total can I save?

The ETS@Work Program can save participants a minimum of 24% off the cost of a regular adult monthly pass (any additional discount provided, is at the University's discretion), this does not include the additional federal tax credit for transit passes which is approximately 15%.

Can the price change?

ETS fare changes are subject to Edmonton City Council approvals (normally effective in February of each year) and the ETS Fare policy. The ETS 12% discount plus University/Fellowship's minimum 12% discount stays the same regardless of the regular price.

Can I join for more than six months?

Yes, you can participate for as long as you are eligible. After the initial six consecutive months, you may withdraw from the program at any time you like by providing the Program Coordinator with one full month advanced notice.

I currently use the Disabled Adult Transit System (DATS), can I participate?

As long as you are registered to use the DATS system, you can request the Program Coordinator to purchase a DATS Adult Monthly Pass for you through the ETS@Work Program at the same discount as an Adult Monthly Pass.

What happens if I cannot use my pass because of illness, injury, leave or other life changing events?

You will need to speak with your Program Coordinator for specifics on how to temporarily exit from the program. With a temporary exit, your participation is put on suspension until you return. Of course, only long term illness or injury would apply. Illness, injury or other events that occur and are resolved within a month will not be adjusted.

If the event occurs during the first six consecutive months, on return you must complete your remaining commitment period. Some situations that cannot be resolved may allow an exit from the program at the Program Coordinator's discretion. Please speak to your Program Coordinator for further details.

What happens if I exit the program after the six month commitment, then my situation changes and I want to participate again?

Depending on how long you were off the program, you may be treated as new applicant and have to commitment to the minimum six consecutive months again. Please speak to your Program Coordinator for further details.

What happens if I lose or damage my pass?

ETS does not replace lost or stolen passes. However, a damaged pass can be replaced at ETS Customer Services provided that it is determined to be a current, valid, and clearly identifiable pass.

When can I join and when would I get my first pass?

Eligible applicants can join at any time; however their may be internal cut-off schedules for new applications. Please speak with your Program Coordinator for specifics on the cut-off and distribution dates.

How do I claim for the federal tax credit on my income tax return?

The University of Alberta will supply you with the (total) dollar amount that you have paid for your pass for that tax year. Keep in mind that the benefit is a percentage of what you have actually paid for the pass and not the retail dollar value of the pass.

Is the ETS@Work program a taxable benefit?

Yes, for more information on taxable benefits please visit the Canada Revenue Agency's website at www.cra-arc.gc.ca

Can I use my pass on the Strathcona or St. Albert Transit Systems?

Yes. Strathcona County and St. Albert transit systems do allow the use of ETS Adult Monthly pass however; there is an extra \$1.00 cash fare per ride when traveling within St. Albert and within Strathcona County; and/or a \$1.00 zone fee when boarding a commuter bus from either municipality into Edmonton.

This fare/zone fee is charged by the other municipalities and cannot be waived.

Edmonton Transit's, DATS Adult Monthly Passes can only be used on Disabled Adult Transit Systems operated by the Edmonton Transit System.

Can I use my pass on the Fort Saskatchewan or Spruce Grove ETS Services?

Unfortunately, the pass cannot be used on these extended services for travel to, or within these communities. Though the buses are ETS, these are chartered services paid for by these communities and their policies state which fare products they can accept. You may want to consider ETS Park N Ride.

What will my pass look like?

You will receive a regular ETS Adult Monthly Pass or (if you are a registered user) a DATS Adult Monthly Pass for each month that you participate in the program. Please inform your Program Coordinator at the time of enrollment if you require a DATS pass.

How do I apply and where do I pick up my pass?

The University of Alberta / Postdoctoral Fellowship has appointed an in-house Program Coordinator to provide application forms, process applications, answer questions and arrange for delivery of your monthly passes. Please speak with the Postdoctoral Fellowship office for more information.

Is there any other thing I should be aware of?

The ETS@Work agreement between the University of Alberta and the City does require that there is a minimum of 10 Postdoctoral Fellow participants at all times. Should the number of participants drop below this minimum for any reason the program might be suspended or cancelled, so encourage all your colleagues to join.

Please be advised that each Corporate Partner within the ETS@Work Program may manage and administer their program slightly differently. Please check with your ETS@Work Program Administrator for further information and questions that may not be answered here.