City of Monterey

Bicycle Commuting Program Waiver

This form must be completed if you are electing to participate in the Bicycle Commuting Program described in the attached Bicycle Commuting Program description.

This will confirm your understanding that participation in the Bicycle Commuting Program is voluntary, and your participation in the plan must be conducted during off duty time. Any time spent participating in the Bicycle Commuting Program is not compensable as time worked. Any injury or illness that arises from participation in the Bicycle Commuting Program is non-industrial for the purposes of Workers Compensation as noted in Labor Code section 3600(a)(9).

The City encourages participants to wear protective gear while bicycle commuting, whether or not these safety precautions are required by law. When riding your bike be sure to follow applicable traffic laws pertaining to bicycle riders’ wearing of protective gear such as a helmet, reflective vest, and other safety apparel.

By signing below, you are confirming that you have read and that you understand all of the above information, including the attached Bicycle Commuting Program description, and agree to the statements as set forth in this Program Waiver.

By: _____________________________

Signature

_____________________________

Print Name

_____________________________

Date

Please return this signed form to Human Resources prior to your first Bicycle Commute as part of this program.
BICYCLE COMMUTING PROGRAM (GEM)

Effective July 1, 2013, the City has agreed to provide a bicycle commuting program to General Employees of Monterey (GEM) on a trial basis. The program will be re-evaluated for its overall benefit by June 30, 2014. This benefit supports the City’s overall strategy for employee health and wellness.

Bicycle Commuter Benefit
This tax-free benefit is available to all GEM employees. A GEM employee who regularly commutes by bicycle between home and work (or the alternatives described below) may be reimbursed for some of their bicycle commuting expenses. Submitting a Bicycle Commuting Waiver form to Human Resources is required to begin participation in this program. Completion of the “Bicycle Commuting Certification and Reimbursement Claim Form” must be submitted at the end of the calendar year to claim reimbursement.

Qualifying Commuting Month
Any GEM employee regularly using a non-motorized bicycle for a minimum of ten (10) round-trips between the employee’s residence and the worksite in any calendar month has completed a “qualifying month”. With receipts, an employee can be reimbursed up to $20.00 for each number of qualifying months in a calendar year for certain bicycle commuting costs.

If an employee lives too far from the worksite to reasonably be able to take advantage of this bicycle commuting benefit between their residence and worksite, the employee may park and bicycle at least five (5) miles of their commute to their residence and/or worksite and still qualify for the reimbursement by completing ten (10) round-trips in a month. (There is no minimum mileage if the employee commutes between their residence and worksite.)

*The equivalent of ten (10) round-trips per month is also qualifying.* For example, twenty (20) one-way trips would be the equivalent to ten (10) round trips. Similarly, *bicycling to work on Day 1* and carpooling home on Day 1, then carpooling back to work on Day 2 and *bicycling home on Day 2* would be the equivalent of one round-trip.

Reimbursement for Bicycle Commuting Expenses
Reimbursement for bicycle commuting expenses requires the “Bicycle Commuting Certification and Reimbursement Claim Form” as well as receipts to claim the reimbursement. Expenses eligible for reimbursement may include the purchase of a commuter bicycle, commuting gear such as a helmet, gloves, bike lock, bike parking/storage, bike upgrades (lights, racks), repairs and general maintenance. Reimbursement is up to $20.00 for each *number of qualifying months* that the employee commutes as described above for a maximum reimbursement of $240.00 in a full calendar year.

*“Max Annual Reimbursement” = “$20 Reimbursable Expenses” x “Number of Qualifying Months”*

Note that any expenditures eligible for reimbursement do not have to occur only in “qualifying months” however they must occur only after submitting the Bicycle Commuter Waiver form.
Please contact Human Resources to obtain the Bicycle Commuter Waiver form to begin participation in this program.