



# CCC TriMet Pass Benefit

## Frequently Asked Questions

*Question: What is the CCC TriMet Pass Benefit?*

Answer: The CCC TriMet Pass Benefit allows Clackamas Community College faculty and staff (“employees”) to purchase TriMet passes with their salary before taxes.

*Q: What are the benefits for employees?*

A: Purchasing passes with pre-tax dollars allows employees to save approx. 20-30% on the cost of transit passes by reducing the federal and state taxes employees pay on their salary:

**EXAMPLE ONLY of savings with pre-tax payroll deductions**

(12) Adult - One Month TriMet Passes	\$1,200.00
Approximate Federal Tax Savings	\$ (180.00)
Approximate FICA Savings (7.65%)	\$ (91.80)
Approximate State Tax Savings	\$ (108.00)
<b>*TOTAL APPROX. SAVINGS</b>	<b>\$ (379.80)</b>

**\* Actual may differ and vary based on tax bracket and filing.**

*Q: What TriMet buses serve the CCC campuses?*

A: The Oregon City campus is served by Lines 32, 33, & 99. The Harmony campus is a short walk from Lines 29, 30, 31, 79, & 152. The Wilsonville campus is not served by TriMet.

Additionally, employees are able to ride the MAX Green Line to Clackamas Town Center and transfer to the free CCC Xpress Shuttle. This shuttle provides service to the Oregon City and Harmony campuses except during breaks and holidays.

For additional information and trip planning, visit [www.trimet.org](http://www.trimet.org) or [www.google.com/maps](http://www.google.com/maps).

*Q: What passes may employees purchase?*

A: Employees may purchase monthly passes for \$100 each and 2.5-hour passes for \$2.50. (Limit to one monthly pass or up to fifteen 2.5-hour passes per employee per month.)

*Q: How do employees register?*

A: Submit a completed copy of the Transit Pass Salary Reduction Agreement (“Agreement”) located on the Human Resources webpage under Additional Benefits (<https://www.clackamas.edu/about-us/ccc-jobs/compensation-and-benefits>)

*Q: When can employees register?*

A: Employees who submit their Agreements by the 10<sup>th</sup> of the month will be able to pick up an assigned HOP (Fast Pass) card by the 20<sup>th</sup> of the month. Monies will be electronically deposited on the employee’s assigned HOP card effective the 1<sup>st</sup> day of the following month and/or the effective date selected on the agreement. NOTE: They will show on your HOP card as a month or 2.5 hours and will not reflect \$ amounts.

Example: An employee who submits an Agreement by 9/10/19, will be able to pick up their assigned HOP card between the dates of the Sept 20<sup>h</sup> through month end. Monies will be available for use on the effective date of their registration October 1st.

*Q: When and where can employees pick up their initial HOP card?*

A: Employees should pick up their HOP card no later than the last business day of the month registered. Monies will be applied to the HOP card each month after, unless participation is cancelled.

The initial HOP card is available for pick up at the Human Resources office, Oregon City Campus, Barlow Hall, Room B204.

*Q: What if employees want to change or cancel their participation?*

A: Employees who wish to change or cancel their participation must submit an updated Agreement to Human Resources. Changes or cancellations must be received by the 10<sup>th</sup> to go into effect for the following month.

Example: An employee who submits an Agreement no later than March 10, will be able to change or cancel their participation for the month of April).

*Q: What if employees want to suspend their participation during time out of the office?*

If employees wish to suspend their participation for a limited period of time, they should submit two Agreements: one indicating when their participation will stop and a second indicating which month they would like to resume participation.

Example: An employee who wishes to suspend participation for the month of April should submit an Agreement cancelling participation and an Agreement to resume participation for May by March 10.

*Q: What if an employee qualifies for Honored Citizen status?*

A: Honored Citizens are seniors age 65 or older, people on Medicare and people with mental or physical disabilities. Employees who qualify for Honored Citizen status can purchase monthly passes for \$28 each

and 2.5-hour passes for \$1.25. (Limit to one monthly pass or up to fifteen 2.5-hour passes per employee per month.)

Employees who qualify for Honored Citizen status must complete and obtain an Honored Citizen Application from TriMet. Once approved, employees must bring their approval to Human Resources.

*Q: What if employees have additional questions about the CCC TriMet Pass Benefit or the Agreement?*

A: If employees have additional questions they should contact:

Transportation at [transportation@clackamas.edu](mailto:transportation@clackamas.edu) or Human Resources by submitting an HR Service Desk ticket at <https://support.clackamas.edu>

(Revised August 13, 2020)