

CERRITOS COLLEGE POLICE DEPARTMENT

Memorandum

TO: New or Re-Active Rideshare Participant
FROM: Amador Chaidez, Parking Coordinator Cerritos College
RE: Rideshare Sign-up Application

Welcome to Cerritos College!

My name is Amador Chaidez, and I am the Employee Transportation Coordinator for Cerritos College.

The Employee Alternative Transportation Program is offered to eligible employees of Cerritos College. Participants may earn up to six (6) hours of vacation time per quarter or up to \$45.00 cash per quarter. Only employees who are eligible for vacation benefits have the choice of receiving either vacation hours or cash. Part-time employees are offered only the cash benefit.

Attached is the Alternative Transportation Program application. Please complete the required sections and return the application to my office at the Campus Police Department.

Participants are required to submit a Dynamic monthly form at the end of each month, but no later than the fourth working day following the end of the month being reported. The Dynamic form must be completed accurately and submitted by the deadline to receive credit for participation.

Thank you for joining the effort to reduce traffic congestion and improve our environment. If you have any questions, please feel free to contact me, Amador Chaidez, at extension #2326 or at achaidez@cerritos.edu.

CERRITOS COLLEGE – EMPLOYEE RIDESHARING AGREEMENT

I, _____, have been working the hours of _____ to _____
(do not use military time). My employee # is _____ and my Social Security # is _____.
I hereby agree to enroll in the Cerritos College Alternative Transportation Program by participating in one or more of the following activities for **at least 51%** of my total trip to work.

1. Walking to work.
2. Riding a bicycle to work.
3. Riding a bus to work or taking a train.
4. Participating in a rideshare group. (any vehicle with 2+ occupants)
5. Other alternative to driving alone (i.e. childcare, 9/80 work schedule, dropped off by another employee from a different employer, riding with a student, dropped off a child or student at a school, ride to work with another employee, etc.).

Cerritos College agrees to pay me one dollar twenty-five cents (\$1.25)* or ten (10) minutes of vacation time (classified and management employees only) for each point that I earn by participating in one or more of the above activities. Incentives will be paid at the end of each three (3) month quarter. Vacation time will be rounded up if over one-half (1/2) of a fifteen (15) minute increment or rounded down if less than one-half (1/2) of a fifteen (15) minute increment.

A MAXIMUM OF THIRTY-SIX (36) POINTS WILL BE PAID PER QUARTER.

I elect:

☐ I would like to be paid a taxable monetary incentive which will be included in my regular payroll warrant at the end of each quarter (available to all employees).

☐ I would like to earn a vacation incentive which will be kept on file in the payroll department (available to classified and management employees).

Participant: _____	_____	_____
Signature	Ext.	Date

Received by: _____	_____	_____
ETC	Ext	Date

Manager: _____	_____	_____
Signature	Ext	Date