

Metro Rewards Program Requirements

PROGRAM DESCRIPTION

Metro Rewards is Metro Commute Services' (MCS) rideshare incentive program for dedicated ridesharers who work for employers located in Los Angeles County.

1. Participants receive a \$25 gift certificate to use at one of hundreds of restaurants at *Dine.Restaurant.com*.
2. Once enrolled, employers will automatically be re-enrolled in Metro Rewards annually as long as they continue to meet the Employer Participation Requirements. Employer may notify Metro anytime that they no longer wish to participate.
3. Employers will automatically be disqualified if they have had no active employee participation for more than two years.
4. Metro reserves the right to cancel the Metro Rewards program at any time.

EMPLOYER PARTICIPATION REQUIREMENTS

Requirements are based on the employer's category:

1. **Employers with any number of employees participating in Metro's B-TAP and A-TAP transit pass programs** – Complete a *Metro Commute Services (MCS) Annual Service Agreement* one time only.
2. **Employers with any number of employees who SURVEY with Metro** – Complete an *MCS Annual Service Agreement* every year. The employer must offer **six strategies** listed on the back side of the Service Agreement.
3. **Employers with 250 or more employees who DO NOT SURVEY with Metro** – Complete an *MCS Annual Service Agreement* one time only. The Service Agreement will remain active as long as the employer continues to submit Metro Rewards applications without a lapse of two years or more. The employer must offer a rideshare program to their employees. The employer must offer six strategies listed on the back side of the Service Agreement.
4. **Employers with 100 to 249 employees who DO NOT SURVEY with Metro** – Complete an *MCS Annual Service Agreement* one time only. The Service Agreement will remain active as long as the employer continues to submit Metro Rewards applications without a lapse of two years or more. The employer must offer **three strategies** listed on the back side of the Service Agreement.
5. **Employers with fewer than 100 employees** – Complete an *MCS Service Agreement* one time only. The Service Agreement will remain active as long as the employer continues to submit Metro Rewards applications without a lapse of two years or more. The employer must offer two strategies listed on the back side of the Service Agreement.



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Program Requirements

Along with the above requirements the following are required:

1. Employer must promote the Metro Rewards program to eligible employees by forwarding e-mails and/or posting information.
2. Employer must select a primary method of enrolling employees in Metro Rewards:
MS Excel Spreadsheet Application – Best for employers with minimal or no Internet access at work, who wish to process records electronically. Employer produces spreadsheet with required employee information for qualified employees, and e-mails spreadsheet to Metro for processing.
Web Application – Best for employers with most or all employees having access to an Internet or e-mail system. Employee enters information. The employer verifies and submits applications to Metro for processing.
3. Employer must designate an Employer Representative for the program and both the Employer Representative and the Employer Representative's supervisor's must approve completed applications.
4. Employer must retain all Metro Rewards records for at least three years.
5. Employer must offer their employees a Rideshare Program.

EMPLOYEE RULES OF ELIGIBILITY

1. Employees must work at a participating worksite in Los Angeles County. The worksite must have a valid, signed MCS Service Agreement.
2. Employees must have been ridesharing with other working adults (does not include transporting children) a minimum of eight workdays a month for a three-month period or longer.
3. Employees must participate in one of the electronic application processes or employees may complete a paper Metro Rewards application as provided by the employer. Please note that paper applications are for the employer's internal use only – information must be submitted to Metro electronically. Metro does not accept any paper applications.
4. Employees may receive one Metro Rewards gift certificate annually provided they continue to rideshare and Metro does not terminate the program.