



**Los Angeles Unified School District Headquarters
Office of the Building
SUBSIDY PROGRAM SIGN UP/ REMOVAL**

REQUESTOR INFORMATION: (Please Print)

Employee Name:	Employee #:
Email:	Phone:
Class Code:	Location Code:
Floor #:	Cubicle/Office #:
Division:	Branch Name:
Need LAUSD Access Badge? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mode of Transportation (Please Select One) <input type="checkbox"/> Carpool <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Bike <input type="checkbox"/> Walk <input type="checkbox"/> Drop-off	

Subsidy:

Please sign me up for the LAUSD subsidy program. I have read and understand the program details.

Please remove me from the LAUSD subsidy program effective this date: _____

Employee Signature:

X _____

Date: _____

Division Head Approval:

X _____

Date: _____

Printed Name: _____

Phone: _____

Please submit form to the Office of the Building via Email: OfficeoftheBuilding@lausd.net

For Internal Use Only:	
Processing Completion	Card Information
Date Received:	Effective Date:
Received by:	External Key Card #:
Key Card #:	Internal Key Card #:
Lot Assigned:	



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Transit Subsidy Program Guidelines & Requirements

The Transit Subsidy Program is a District program that is offered to Beaudry based LAUSD employees who select to use alternate modes of transportation (i.e. riding the bus or train, walking or biking, carpooling with other District employees or workers in nearby businesses) instead of accepting a parking assignment.

The program serves two main purposes – it supports the City of Los Angeles’ effort to reduce traffic congestion and vehicle emissions, as well as reduces costs for District paid employee parking.

Please carefully review the **Important Reminders** section of this document prior to signing up for the Transit Subsidy Program.

Subsidy Program Details

- ❖ Employees who sign-up for the program receive a \$40 per month subsidy that they will collect as part of their compensation (12 times per year) as long as they maintain their eligibility.
- ❖ Program participants that utilize mass transit (bus and/or train) to get to work receive a tax-exempt subsidy payment.
- ❖ Program participants that do not utilize mass transit to get to work receive a taxable subsidy payment.

Who Can Sign-Up for this Program?

Any District employee that meets all of the following conditions:

- ❖ works in Beaudry (*Main HR Assignment*)
- ❖ is eligible to receive parking access based on the requirements of the Office of the Building
- ❖ chooses to forfeit his/her parking access

When and How Can I Sign-Up?

- ❖ Interested employees may sign up for this program as soon as they begin to work in the LAUSD Administrative Headquarters building, or at any time that they wish to change to an alternate mode of transportation.
- ❖ Employees can sign up for the program by submitting a completed *LAUSD Subsidy Sign-Up/Removal Form* to the Office of the Building.

NOTE:

- ❖ Program participants that use mass transit should specify “**train or bus**” on the *LAUSD Subsidy Sign Up/Removal Form* to receive a tax-exempt subsidy.
- ❖ If a program participant stops using mass transit at any time, he/she **must notify the Office of the Building immediately.**
- ❖ Program participants that use mass transit are required to complete the Mass Transit Certification form in addition to the *LAUSD Subsidy Sign Up/Removal Form*.
- ❖ Periodic audits to ensure that participants are using mass transit will be conducted. Therefore, mass transit users must keep receipts, expired bus passes, token bags, etc. to verify their use of mass transit, for at least the prior 3 months.



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How Can I Discontinue the Program?

An employee may remove him/herself from the program and receive parking access (if eligible) at any time by completing and submitting the *LAUSD Subsidy Sign-Up/Removal Form* to the LAUSD Office of the Building.

When Will I Receive Subsidy Payment?

- ❖ Subsidy payments are effective for the entire month if a *completed* form is submitted to the Office of the Building by the 15th of the month.
- ❖ Subsidy payments are effective the first day of the following month if a completed form is received after the 15th of the month.

NOTE:

- ❖ We cannot complete the subsidy payment process without accurate information. Incomplete *LAUSD Subsidy Sign-Up/Removal Forms* will **NOT** be processed by the Office of the Building.
- ❖ Please ensure that the required form is completed in its entirety, including the Division Head's authorizing signature.

Can I Occasionally Drive & Park My Vehicle to Work?

Transit Subsidy Program participants:

- ❖ May park at the Visconti Visitor parking lot (not onsite) up to 12 times per calendar year.
- ❖ Must obtain parking validations from the Office of the Building **between the hours of 8:00 a.m. and 4:00 p.m.**
- ❖ Should **NOT** obtain validations from their work location. **Doing so, could jeopardize the subsidy status of the program participant.**
- ❖ May park onsite an unlimited number of times on weekends and holidays (ID badges will be programmed for weekend access to onsite parking)
- ❖ Should notify the Office of the Building the following Monday if an ID badge does not work on a weekend.

Carpool and Subsidy Program Participation

- ❖ Employees that participate in the LAUSD Headquarters Carpool Program can also apply for the Transit Subsidy Program.
- ❖ **Only one primary District employee driver** will be assigned parking access upon signing up for the Carpool Program.
- ❖ Carpool Program participants are tracked and entered into the Office of the Building database to connect carpool employees to one parking assignment.
- ❖ Subsidy payments will be cancelled immediately upon learning that there are no longer at least two persons in a carpool
- ❖ Employee parking assignments are subject to change immediately upon learning that there are no longer at least two persons in a carpool.



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IMPORTANT REMINDERS

- ❖ Transit Subsidy Program participants must **IMMEDIATELY** notify the Office of the Building:
 - If there are any changes in work status, such as: change of location (even if within same department, division), change to part-time status, promotion, layoff, termination, etc.
 - If there is a change of transportation mode (i.e. use or non-use of mass transit)
 - If the participant takes an employment leave for one month or more.
- ❖ Changes may result in missed subsidy payments. Employees who fail to notify the Office of the Building immediately of any changes in status will **NOT** be eligible for transit subsidy back pay.
- ❖ If we find that a program participant has falsified any information, we will contact his/her supervisor and recommend disciplinary action. Additionally, we can deduct overpayments from subsequent paychecks.
- ❖ Parking validations for the Visconti visitor parking lot are provided up to 12 times per calendar year if requested by a program participant who drives his/her own vehicle occasionally to work.
- ❖ Participants should **NOT** request validations from their work location.
- ❖ Program participants should check their pay stub to ensure receipt of subsidy payments. If a program participant is owed transit subsidy back payments, the maximum number of back payments will be 3 months.

Please contact the Office of the Building if you have any questions regarding the Transit Subsidy Program. Emails can be sent to officeofthebuilding@lausd.net or you may contact the office directly at (213) 241-1320.