



COMMUTING - FIRST MEMORANDUM OF UNDERSTANDING

The parties hereby agree to the following modifications of the collective bargaining agreement between Emerson College and Service Employees International Union, Local 888 effective May 31, 2018 and dated June 15, 2018.

The parties agree that effective upon the execution by both parties of this Memorandum, Article 21(J)(7) "Commuting," reproduced below, will be amended by adding the language below.

7. Commuting

The College will provide each bargaining unit member working 20 hours or more per week with a subsidy of \$84.50 per month that may be applied to MBTA subway, local bus systems or commuter rail costs. This benefit does not apply to those employees who are eligible for and elect subsidized parking. The subsidy applies only to MBTA subway, local bus systems, or commuter rail costs. Employees who spend less than \$84.50 on such costs will only be reimbursed for the lesser amount they actually spend on their MBTA subway, local bus system, or commuter rail pass (collectively, "Transit Pass").

The College will commence the subsidy effective June 1, 2018. For bargaining unit members who purchased their Transit Pass through the College's Wameworks benefit plan portal in June, July, or August, the College will make a one-time subsidy payment of up to \$84.50 for each month during that period in which a bargaining unit member purchased a Transit Pass. The College will pay the subsidy as a one-time-payment through payroll less applicable taxes and withholding

For bargaining unit members who purchased their Transit Pass in June, July, or August through a means other than the College's Wameworks benefit plan portal, the College will make a one-time subsidy payment of up to \$84.50 for each month during that period in which a bargaining unit member purchased a Transit Pass, upon receipt of documentation acceptable to the College showing the purchase of a Transit Pass. Acceptable documentation can include the expired Transit pass, a printed receipt showing purchase, a cancelled check showing purchase, or a credit card bill showing the Transit Pass purchase. The College will pay the subsidy as a one-time payment through payroll less applicable taxes.

Former bargaining unit members who were employed in June, July, or August of 2018 but are no longer employed by the College are entitled to a one-time subsidy payment of up to \$84.50 for each month during that period in which the bargaining unit member was employed by the College and purchased a Transit Pass. Such former employees shall submit acceptable documentation and a request for the subsidy payment to any SEIU Officer. By Thursday November 29, 2018, the Union will submit to the College receipts for expenses eligible for reimbursement through this subsidy from former bargaining unit members who are no longer employed by the College, but were eligible for the subsidy and purchased reimbursable transit passes outside of the College's Wameworks benefit plan portal in June, July and August, 2018. The Union will also provide the Human Resources team with their most up to date contact information for these individuals. The College will remit the reimbursement via direct deposit using the banking information in our system at the time of termination. Should the direct deposit



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reject, the College will make one attempt to reimburse those individuals by check. Any returned checks will not be forwarded and the College will consider the subsidy expired.

Commencing September 1, 2018, the College will provide the monthly subsidy to bargaining unit members for each month in which they purchase a Transit Pass through the College's Wageworks benefit plan portal (or any successor portal that the College elects to use). Wageworks will credit the subsidy to the bargaining unit member's Wageworks account for each month in which the bargaining unit member purchases a Transit Pass. As of September 1, 2018, the College will cease to provide the subsidy to bargaining unit members who purchase a Transit Pass through a means other than the College's Wageworks benefit plan portal. The College and the union acknowledge that Wageworks will credit the subsidy to the bargaining unit member's account, and that the College will deduct from the bargaining unit member's paycheck any balance due, in the month preceding the month for which the Transit Pass is issued. By way of example, for a Transit Pass issued for the month of December, the subsidy will be applied, and the paycheck deducted, in the preceding month of November. Bargaining unit members Shaylin Hogan, Diego Salizar, and Jason Allen Forrest may purchase Transit Passes by means other than Wageworks. The College agrees to pay them each a per-month subsidy of up to \$84.50 per month. The College will make such payment annually in the month of December, by check, upon the receipt of acceptable documentation.

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Shari Stier

Senior Associate Vice President for
Human Resources

Date: 11/20/18

SEIU LOCAL 888

Dennis Levine

Chair

Date: 11/20/18