

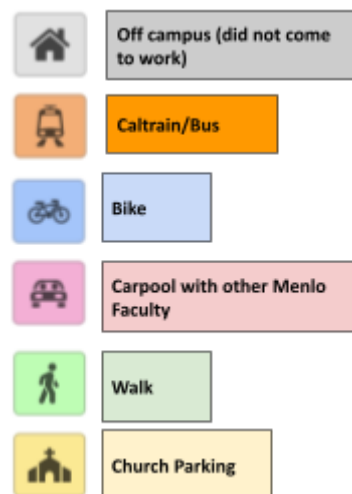
Go Menlo Employee Guidelines 2024-2025

The incentive program is for benefited employees only. This program runs from August 22, 2024 to May 30, 2025. The Go Menlo incentive program was developed to encourage employees to utilize green rides to campus as well as reduce traffic on campus. Green ride options include walking, biking, carpooling, or taking public transit. For more information about green rides at Menlo, please visit the [Transportation](#) page on the Menlo School website.

Go Menlo Incentive Program Guidelines: If you use a green ride for 80% of the entire school year, you will receive a pre-tax bonus of \$2,000. This option allows for 34 flex days for the 2024-2025 school year, where you may drive alone to school and still receive the \$2,000 bonus. **Parking at an alternative location near campus does not qualify you for the full Go Menlo Stipend.** You must either walk, bike, Caltrain, bus, or carpool to receive the stipend. *In order to make the benefit more equitable to the Caltrain users, there is an additional reimbursement offer in order to support their commitment to green rides.*

- **Carpools:** Carpools are **two or more people** from different homes and/or families. This year, carpools including adults that live in the same house will receive the \$2,000 either to one employee or \$1,000 to each employee. *In order to get more participation in the Go Menlo program, we are including spouses/partners coming from the same household who ride together.*
- **CalTrain:** In order to help offset the cost of Caltrain, Menlo will now reimburse **30% of the monthly passes purchased in your name up to \$550** in addition to the \$2000 stipend. Caltrain riders will be expected to submit their receipts for monthly passes from September to May. We cannot honor missing receipts or pictures of bank statements/credit card statements/ Caltrain passes.
- **Buses:** Faculty and staff are welcome to ride our Zum buses. Please contact Chrissy Orangio at Corangio@menloschool.org if you would like to ride one of our buses.

HOW TO LOG YOUR COMMUTE: To receive your bonus, you **MUST** use fortress.menloschool.org to record your commute. Once logged in to the site, click "Go Menlo" in the left menu, then click "**Transportation Log**." Click any of the icons on a calendar day that correspond with the mode of transportation you took that day. You can also apply the same transportation mode to multiple days by clicking and then dragging an icon over multiple calendar days. Dates are open to edit two weeks back, so make sure to save your transportation mode before your editing ability for a date expires. Once the two week window is closed there will be no exceptions for entering data. Best practice is to enter your data each day when you arrive on campus. Bonus funds will be dispersed at the end of the school year and are subject to tax. Please enter commutes for **CLASS DAYS** only from August 22, 2024 - May 30th, 2025. Weekends, school holidays, and faculty in-service days **do not count** so **DO NOT ENTER COMMUTE METHODS FOR THOSE DAYS**. For your 'flex days' do not enter a green ride on those days. If you are home sick or not coming to campus, please select the home icon.



What if I need to go somewhere during the school day?

We have cars that can be loaned out to anyone in the Go Menlo program, using alternative means of transportation, as a means to run an errand during the school day. In the event that you would like to borrow a car, please contact the Facilities office to reserve your vehicle. **Vehicles are available for day use only between 8:45AM and 3:30PM.**

Off Campus - Church Parking

If you are unable to participate in a green ride, but would like to help reduce traffic, employees will now be eligible to park in the [LDS Church parking lot](#). **Employees who park in the church parking lot will receive a \$750 stipend.** Employees must commit to parking in the church parking lot for 80% of the school year between August 22, 2024 and May 30, 2025. This allows for 34 exception days for the 2024-2025 school year. You will receive a special designation on your parking pass and must log that you parked in the parking lot on Fortress (see “How to Log Your Commute” above for information about Fortress). To sign up to park in the church parking lot, please fill out [this](#) form. We will run a shuttle to and from campus during rainy days only.