

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
Policy: 02-23		Page 1 of 4
ECO PASS POLICY		
RATIONALE: This policy provides direction for the Utah Department of Health and Human Services' (DHHS) participation in the Utah Transit Authority's (UTA) ECO pass program for employees.		
Original Effective: July 26, 2022	Revision: March 13, 2024	Next Review Due: March 1, 2029

I. DESCRIPTION

This policy guides how DHHS issues ECO passes to eligible employees. This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- B. **ECO pass:** A transit pass provided by the Utah Transit Authority (UTA) that allows travel on local UTA-operated buses, express buses, TRAX light rail, streetcar light rail, bus rapid transit, and FrontRunner commuter rail. Authorized service does not include travel on UTA Park City Connect, Ski-bus, or Paratransit services.
- C. **Memorandum of understanding (MOU):** An agreement that does not include an expenditure of funds, and includes letters of agreement, letters of understanding, memorandums of agreement, and other similar agreements.
- D. **OAS:** Office of Administrative Services.

- E. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.

III. POLICY

- A. DHHS employees are eligible for an ECO pass at no cost to the employee as long as the following criteria are met:
1. Employee lives or works in the UTA service area;
 2. Employee completes and signs the ECO pass MOU; and
 3. Employee uses the pass at least 15 days per fiscal quarter. Employees who enter into an ECO pass agreement mid-quarter shall have their number of required days prorated based on the number of full months with the agreement in place.
- B. For employees who are issued an ECO pass and fail to meet the criteria, the following actions shall be taken:
1. The ECO pass shall be deactivated the month following the quarter end during which the criteria were not met;
 2. The ECO pass holder shall not be eligible to reapply for a free pass for one year following the quarter end where the criteria were not met; and
 3. The ECO pass holder may maintain their ECO pass by reimbursing the agency the cost of the pass in the month it is revoked until they are eligible for an agency-funded pass.
- C. Employees who have an ECO pass may deactivate it for a period of time, as follows:
1. Approved lapse in the use of the ECO pass:
 - a) Military leave;
 - b) Family and Medical Leave Act (FMLA);
 - c) Authorized leave of absence; or
 - d) Executive director's office (EDO) or OUs approved the deactivation of the ECO pass.
 2. Employees requesting deactivation of their ECO pass shall do the following:
 - a) Submit their request to dhhs_oas@utah.gov at least five days before the month of the desired deactivation. If the five-day advance notice falls on a weekend or holiday, the request shall be sent the preceding workday; and

- b) Employees who receive EDO approval for deactivation of the pass shall wait three months before requesting the pass to be activated.
3. A pass may not be deactivated for a partial month.

IV. PROCEDURE

A. Employee responsibility

1. Employees shall email dhhs_oas@utah.gov to get an MOU;
2. If an employee's ECO pass is lost, stolen, or damaged, the employee shall email dhhs_oas@utah.gov and their OU fiscal officer to notify them and request a new ECO pass; and
3. Employees shall not lend or transfer their ECO pass and shall show photo identification if UTA staff request. DHHS photo ID or Utah state identification are usable for this purpose. If a rider does not provide matching identification, UTA staff may confiscate the ECO pass and deactivate it.

B. OU responsibility

1. OUs shall provide approved employees an ECO pass card and shall communicate UTA rider rules and use restrictions to the employee;
2. Communicate the replacement ECO pass number to dhhs_oas@utah.gov when a lost, stolen, or damaged card is replaced;
3. Notify the ECO pass coordinator (OAS), at dhhs_oas@utah.gov, of employees who are leaving DHHS;
 - a) If employees are transferring to another OU, the OU the employee is leaving shall send an email to dhhs_oas@utah.gov and the fiscal officer of the new OU notifying them of the change.
4. Each OU is responsible for the cost of ECO passes for their employees; and
5. Each OU shall notify the ECO pass coordinator of employees who are leaving DHHS.

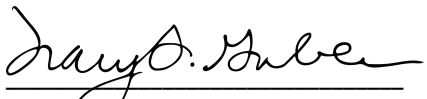
C. OAS responsibility

1. Processing applications
 - a) Transfer employee data from the employee MOU to the OU ECO pass coordinator tracking sheet and mark them to activate the ECO passes.
2. Monitoring

- a) Receive monthly reports from the Department of Government Operations (DGO), aggregate quarterly, and review utilization;
 - b) Send notification to employees not meeting criteria.
Notification on progress shall be sent monthly to employees by the ECO pass coordinator; and
 - c) Notify the employee when their ECO pass shall be deactivated.
- 3. Replacing passes
 - a) Send an immediate request to DHHS_OAS@utah.gov for deactivation of lost, stolen, or damaged passes, and simultaneous activation of replacement passes.
- 4. Deactivating passes
 - a) Communicate a list of ECO pass numbers requiring deactivation five days before the end of the month (or, if that falls on a weekend or holiday, the preceding workday) to the DGO, who shall upload requests to the UTA system.
- D. Division of Finance and Administration (DFA) responsibility
 - 1. Process billing monthly with DGO and bill the OUs; and
 - 2. Accept payments for employees who lost free ECO pass privileges.

V. EXCEPTIONS

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.



Tracy S. Gruber

Utah Department of Health and Human Services Executive Director

March 13, 2024

Date