

**ARTICLE \_\_\_**  
**PARKING AND TRANSIT**

Section 1: All SWs are eligible for one of the three (3) parking/transit options below (1A or 1B or 1C).

A. Parking

- a. At all campuses, SWs shall have the option to have access to parking and parking-related services that are available to and on the same basis as University staff.
- b. The University will provide information to all incoming SWs about their parking options.
- c. SWs who opt for this option but are unable to secure their facility of choice shall remain eligible for the other transit benefits below **provided any application deadlines are met.**

B. Transit - Public and Private

SWs will be provided with discounted MBTA passes per the Semester Pass Program. Schools at their discretion may provide SW's additional discounts on MBTA passes and/or programs

C. Bicycling

1. SWs would be eligible for a bicycle benefit on the same basis and under the same terms and conditions as that offered to staff employees.
2. A qualified bicycle commuting month is one during which a SW is biking for a substantial portion of the commute and does not receive any parking permit or a monthly transit pass through Harvard University.
3. This benefit operates on the calendar year; the total reimbursement amount accrues over the calendar year and is paid back against the total eligible expenses incurred in the same year. Reimbursement claims are processed and paid in the beginning of the following year; paperwork must be submitted by the SW no later than January 31. If the SW is a new SW or use a parking permit or transit pass through Harvard for some months of the year, your total reimbursement value is prorated based on your eligible months.