

## Fenway Health CommuteSwap Program Overview

### Requirements

1. Anyone who receives a parking benefit from Fenway Health is eligible. Contact Monika Sobanski, Fenway Health Human Resources for questions/more information.
2. Must be driving and parking for at least 30 days prior to enrolling in CommuteSwap.
3. Once approved to participate in CommuteSwap, the user is not allowed to set aside funds for parking through payroll deduction for the duration of the program.
4. Fenway Health employees are eligible for the “Try the T” initiative within CommuteSwap.

### Process

1. Register for CommuteSwap online: <https://www.masco.org/content/commuteswap-registration-form>
2. Complete the Fenway Health CommuteSwap Questionnaire
3. After CommuteWorks and Fenway Health Human Resources review the application, the applicant will be notified within 5 business days.
4. Once approved to participate in CommuteSwap, CommuteWorks will send a commuter check to the applicant once per month, or for as long as the employee wishes to participate, for up to three months. The participant will receive either a commuter check for \$85 that covers local bus and subway (LinkPass) or a commuter check for \$130 that covers the commuter rail. The commuter check can only be used to purchase a monthly MBTA or Commuter Rail pass. The program will start on the 1<sup>st</sup> of the following month unless registration occurred at the end of the previous month, in which case it will start later. The participant and CommuteWorks can decide together when to start the program.
5. Upon finishing the program, CommuteWorks will send the participant a survey to give feedback regarding the experience and end result (switch from driving alone or not.) If the participant wishes to continue using the MBTA or Commuter Rail to commute, they can reach out to Monika in HR.



Emily Breitbart  
CommuteWorks Coordinator  
617-632-2796  
commuteworks@masco.harvard.edu

F E N W A Y  H E A L T H

Monika Sobanski  
Human Resources Generalist  
617-927-6415  
msobanski@fenwayhealth.org