

TRANSIT BENEFIT BICYCLE PROGRAM

1. **REASON FOR ISSUE:** This handbook establishes Department-wide procedures for the Transit Benefit Bicycle Program and implements the policies set forth in Department of Veterans Affairs (VA) Directive 0634, Transit Benefit Bicycle Program.
2. **SUMMARY OF CONTENTS:** This handbook describes the responsibilities, requirements, and procedures for the Transit Benefit Bicycle Program.
3. **RESPONSIBLE OFFICE:** The Office of Human Resources and Administration (006) and the Office of Administration (03).
4. **RELATED HANDBOOK:** VA Directive 0634, Transit Benefit Bicycle Program.
5. **RESCISSION:** None.

CERTIFIED BY:

**BY DIRECTION OF THE
SECRETARY OF VETERANS AFFAIRS:**

/s/
Roger W. Baker
Assistant Secretary for
Information and Technology

/s/
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TRANSIT BENEFIT BICYCLE PROGRAM

1. PURPOSE AND SCOPE.

a. This handbook establishes the guidelines and procedures for the Transit Benefit Bicycle Program (TBBP) for the Department of Veterans Affairs (VA). The TBBP provides a simple, equitable solution for cyclists to receive a qualified transportation benefit similar to the benefit provided to employees who take public transit to and from work.

b. In 1993, Congress enacted the Federal Employees Clean Air Incentives Act, Pubic Law No. 103-172, 107 Stat. 1995 (Dec. 2, 1993), codified as 5 U.S.C. § 7905, which authorizes each Agency head to establish a program to encourage employees to use means other than single occupancy motor vehicles to commute to and from work.

c. On January 1, 2009, the qualified bicycle commuting reimbursement was added to the list of qualified transportation fringe benefits covered in Title 26, section 132 (f) of the Internal Revenue Service Code which addresses the tax consequences of certain fringe benefit Programs.

d. The TBBP is available to all qualified VA employees (See paragraph 5e).

e. The TBBP provides a non-taxable subsidy designed to encourage employees to use non-motorized bicycles in their daily commute to and from work in order to reduce air pollution, noise, and traffic congestion in metropolitan areas.

f. VA will provide a qualified bicycle commuting subsidy toward reasonable bicycle expenses to participants regularly using a non-motorized bicycle for a substantial (50 percent or greater) portion of travel between their residence and the worksite to defray some of the costs they incur. The employee is responsible for any subsequent transit cost over the maximum subsidy authorized per month.

g. Reimbursement will be provided through the VA Transit Benefit Bicycle Self-Certification Form and Reimbursement Voucher (VA Form 0724b) process twice per year. The only exception will be when the employee is leaving VA and must apply for reimbursement off schedule.

h. Employees are not eligible for other transportation benefits (e.g., transit pass, transportation in a commuter highway vehicle, or qualified parking benefits) during the months they receive the TBBP benefits.

i. Employees may not claim the benefit for months when traveling by bicycle is less than 50 percent of the time between their residence and the worksite.

j. Facility Directors have the authority to disqualify any employee from the TBBP determined by investigation to have abused or misused benefits. Violations of this policy may be grounds for suspension or revocation of the benefit and disciplinary action. Disciplinary penalties could range from a letter of admonishment to removal from Federal service.

k. VA Organizations and stations will implement an effective system of internal controls over TBBP activities to safeguard against false claim, waste, fraud, abuse, mismanagement or misappropriation of Government funds.

2. ROLES AND RESPONSIBILITIES

a. **The Office of Human Resources and Administration (HR&A)** has overall responsibility for the VA TBBP.

b. **Transit Benefit Program Director.** Within HR&A, the Office of Administration (O/A) will issue departmental policy under the Transit Benefit Program (TBP) Director. The TBP Director will have lead responsibility for implementing TBBP policy, and oversight of the nationwide program. The TBP Director is authorized to exclude any employee from the program determined by investigation to have abused, or misused transit bicycle benefits.

c. **Organizational Transit Managers.** VA Central Office (VACO) organizations will establish VACO Organizational Transit Managers and alternate Transit Managers who will have overall responsibility for communication, coordination, and management of their respective organization's nationwide TBBP. Organizational Transit Managers will review, certify, and submit self-certification forms for VACO employees, and follow procedures outlined for self-certification reimbursement. The O/A TBP Director will provide guidance and serve as the point of contact for VACO Organizational Transit Managers on national TBBP questions or issues.

d. **Field Transit Managers.** Each participating field facility will designate a Field Transit Manager and alternate Transit Manager who will have overall responsibility to oversee program administration, coordination, and benefits processing at their field facility. Field Transit Managers will review, certify, and submit self-certification forms, and follow procedures outlined for self-certification bicycle reimbursement. Transit Managers will direct questions or issues through their VACO organizational Transit Manager.

3. SELF-CERTIFICATION REIMBURSEMENT

a. Reimbursement for bicycle commuting expenses may include the purchase of a commuter bicycle, commuting gear (helmet, gloves), bike lock, bike parking/storage, bike upgrades (lights, racks), repairs and general maintenance. These are considered reasonable expenses as long as the bicycle and equipment are regularly used 50% or more for travel between the participant residence and place of employment.

b. Employees are required to self-certify the amount they spend for items which reimbursement is sought. The employee is responsible for submitting these claims for reimbursement twice per calendar year during the month of March and/or September. (Exception: If the employee is leaving VA he/she may submit the form off schedule).

c. Reimbursement requests will be provided through the TBB Self-Certification Form and Reimbursement Voucher (VA Form 0724b). Reimbursement claims must be submitted during the 15-month period beginning with the first day of such calendar year for reasonable bicycle expenses incurred during such calendar year. (Example: For calendar year 2011 reimbursement request must be submitted between January 2011 and March 2012 for expenses incurred between January 1, 2011 through December 31, 2011.) Submission dates are as follows:

(1) Reimbursement for items purchased January through September must be submitted between August 1 and on/or September 6. All claims turned in after September 6 will be handled on a case-per-case basis.

(2) Reimbursement for items purchased October through December must be submitted between February 1 and on/or March 6. All claims turned in after March 6 will be handled on a case-per-case basis.

d. Employees will be reimbursed up to \$20 per month, not to exceed a maximum of \$240 per calendar year toward out of pocket bicycle commuting expenses. Employees may claim reimbursement for an item that costs more than \$20 only in the calendar year of purchase, and are only able to submit a reimbursement claim for up to \$20 per month for months in which the employee used a non-motorized bicycle for a substantial portion (50 percent or greater) of their commute to and from work.

e. Employees will complete VA Form 0724b with attached receipt(s) as proof for bicycle expenditures whenever applying for reimbursement.

f. Reimbursement request for covered expenses must be accompanied by a completed log of bicycle commuting days within the period(s) claimed (page 2) VA Form 0724b.

g. Employees will submit the completed VA Form 0724b to their organization or station Transit Manager or authorized certifying officer for processing. Transit Managers must ensure that the employees proper FMF Vendor ID, Organization Code, Payroll Station Number, and Funding Obligation Number are annotated on the form.

h. Transit Managers have authority to perform spot checks or request the employee's work schedule for any given month from the participant's immediate supervisor in order to verify bicycle logs, and confirm that the employee has used a non-motorized bicycle for a substantial (50 percent or greater) portion of travel between their residence and the worksite.

h. Transit Managers and employees will follow procedures outlined for self-certification reimbursement contained in Financial Policies and Procedures for the Transit Benefit Program, Volume III, Chapter 1, Appendix A, dated October 2010.

i. Reimbursements will be disbursed monthly via electronic funds transfer (EFT) to the financial institution associated with the employee's FMS Vendor ID.

j. Internal Revenue Code Title 26, Section 132, prohibit employees from receiving transit subsidy, qualified parking, or bicycle subsidy concurrently. Employees who periodically switch between programs are required to withdraw from one program before applying for or receiving benefits from another. When reapplying for a qualified benefit, employees will be subject to normal processing time frames.

4. VA OFFICE OF THE INSPECTOR GENERAL

a. The Office of the Inspector General's (OIG) Office of Investigations reviews, and if appropriate conducts criminal investigations into allegations of criminal wrongdoing associated with VA programs, to include the TBBP. All employees have a duty to report misuse of transit subsidies to appropriate officials at their facilities. Such officials may be the employee's supervisor, another management official, a member of the employee relations staff, or the Transit Manager at the facility. Management officials will report allegations to the OIG in accordance with the provisions of MP-1, Part 1, Chapter 16.

b. Employees may also report misuse of transit subsidies directly to the OIG. Employees may identify themselves, ask for confidentiality, or remain anonymous. Employees wishing to remain anonymous may call the OIG Hotline (1-800-488-8244) and should provide sufficient information for the OIG to evaluate and pursue the allegations.

5. DEFINITIONS

a. **Bicycle Commuting Expenses.** Bike, lock, bike parking/storage, bike upgrades (lights, rack) repairs and general maintenance.

b. **Daily commute to and from work.** The daily bicycle trip to and from the participant's residence and place of employment.

c. **False Claim.** Knowingly presenting, or causing to be presented to the Government an untrue statement for payment.

d. **Non-motorized bicycle.** A bicycle is a human-powered vehicle designed to transport by the act of pedaling.

e. **Qualified VA Employee.** Except as excluded in the following subparagraph, participation in the TBP is limited to current employees paid by VA. "Employee" means an employee as defined by section 2105 of title 5, United States Code. That definition covers individuals formally appointed to positions under title 5 or title 38 authorities. Qualifying VA employees may have regular or intermittent tours of duty, be full-time or part-time, be on permanent or temporary appointments, provided they are formally appointed to the position and are paid by VA.

Excluded from participation are title 38 residents, fellows, and trainees who are paid through a disbursement agreement; volunteers and others without compensation individuals; Compensated Work Therapy Program participants; feebasis appointees, consultants paid on a contract; individuals employed by a contractor; AmeriCorps members; and any individuals who do not meet the statutory definition of "employee" in 5 U.S.C 2105. Individual employees may be excluded from participation in the program if it is determined that they have misused the transit benefits, depending on the severity of the abuse."

f. **Substantial Portion of Travel.** Using a non-motorized bicycle for a portion of travel (50 percent or greater) when commuting to and from work during each month.

g. **Qualified Bicycle Commuting Reimbursement.** With respect to any calendar year, any employee reimbursement during the 15-month period beginning with the first day of such calendar year for reasonable expenses incurred by the employee during such calendar year for the purchase of a bicycle and bicycle improvements, repair, and storage if such bicycle is regularly used for travel between the employees residence and place of employment/

FREQUENTLY ASKED QUESTIONS

Questions		Answers
1	What is the bicycle benefit?	<i>An employer-provided reimbursement intended for the purpose of defraying some of the costs a bicycle commuter may incur.</i>
2	What is considered a bicycle-commuting month?	<i>A qualified bicycle commuting month is any calendar month in which a participant: (1) regularly (50 percent or greater) uses a bicycle for travel between his residence and his/her place of employment or the employee's tour of duty, AND (2) does not receive any other qualified transportation benefit such as transit and/or parking.</i>
3	Who is eligible under Section 132?	<i>VA employees and students providing services under 5 U.S.C. § 2105 (see 5e).</i>
4	Do I have to commute via bicycle every day in order to qualify for the benefit?	<i>No. In order to qualify for the bicycle benefit, you must use a non-motorized bicycle for a substantial (50 percent or greater) portion of travel when commuting to and from work each month.</i>
5	Is the \$20 bicycle benefit taxable?	<i>No. You are eligible to receive up to \$20 per month tax-free</i>
6	What is the maximum amount of reimbursement I can receive?	<i>VA will reimburse up to \$20 per month, not to exceed up to \$240 per calendar year, toward bicycle commuting expenses for eligible participants.</i>
7	How do I know if I am eligible for the bicycle benefit?	<i>Participants regularly using a non-motorized bicycle for a substantial (50 percent or greater) portion of travel between the participant's residence and the worksite can receive assistance defraying some of the costs a bicycle commuter may incur.</i>
8	I am new. How do I apply?	<i>To apply, you must first have an FMS Vendor ID. If you do not have one, you must apply for one at your local fiscal office. Then, in March and/or September complete the Transit Benefit Self-Certification Form and Reimbursement Voucher (VA Form 0724b). Attach receipts and complete the bicycle log for the months commuting via bicycle on page 2 of VA Form 0724b, and submit the packet to your organization or station Transit Manager or authorized certifying officer for certification. The cash reimbursement will be posted to your personal account. If you are parking your bicycle at a VA owned or leased site, you must adhere to the rules and policy of the garage and/or building policy for safeguarding a bicycle on VA owned or rented property.</i>

Questions		Answers
9	Is the certification form required every month?	<i>Yes. You must certify each month that you used a non-motorized bicycle for a substantial (50 percent or greater) portion of travel between your residence and your worksite. Submit the certification form in March and/or September (see specific periods to apply for reimbursement in question 12). You must keep a log for months that you commute via bicycle and items purchased so you are able to complete the certification form correctly.</i>
10	What costs are covered?	<i>Bike lock, bike parking/storage, bike upgrades (lights, rack), and general maintenance.</i>
11	Some months, I take mass transit to work and receive the transit benefit. Can I receive both the transit benefit and bicycle benefit in the same month?	<i>No. An employee cannot receive both the transit benefit and bicycle benefit in the same month.</i>
12	Are there specific dates to apply for reimbursement?	<p><i>Beginning January 2011, the following reimbursement dates apply:</i></p> <p><i>Items purchased in January 2011 through September 2011 must be submitted for reimbursement no later than September 6, 2011. All claims turned in after September 6 will be handled on a case-per-case basis.</i></p> <p><i>Items purchased in October 2011 through December 2011 must be submitted for reimbursement no later than March 6, 2012.</i></p> <p><i>Items purchased in January 2012 through September 2012 must be submitted no later than September 6, 2012. All claims turned in after September 6 will be handled on a case-per-case basis.</i></p> <p><i>This cycle will continue on.</i></p>
13	I bought a bicycle helmet for \$50 in March 2011. Will I only receive up to \$20?	<p><i>No. A qualified bicycle reimbursement may be claimed more than one month, not to exceed 12 months within the calendar year of the purchase.</i></p> <p><i>You will be able to submit the helmet receipt on the certification form you submit in September. Since you purchased the helmet in March, you may claim the amount in September. You can receive up to \$20 per month for qualifying items purchased.</i></p>

Questions		Answers
13 (Cont.)		<p><i>For example, in March you buy a helmet for \$50. On the certification form, you certify that you used a non-motorized bicycle for a substantial (50 percent or greater) portion of travel between your residence and your worksite in March, April and May. In September, you may claim \$20 for March, \$20 for April, and \$10 for May.</i></p> <p><i>Please note that you are only able to submit a reimbursement claim for up to \$20 during the months in which you commuted a substantial portion (50 percent or greater) to and from work by bicycle.</i></p>
14	I bought a bicycle lock and helmet in March 2011. The total of both items equals \$60. Am I able to apply for reimbursement for both items?	<p><i>Yes. A qualified bicycle reimbursement may be claimed more than one month, not to exceed 12 months within the calendar year of the purchase.</i></p> <p><i>You may submit the lock and helmet receipts on the certification form you submit in September. Since you purchased the lock and helmet in March, you may claim the amount in September. You can receive up to \$20 per month for qualifying items purchased.</i></p> <p><i>For instance, in March you buy a lock and helmet totaling \$60. You certify that you commuted to and from work by bicycle for a substantial (50 percent or greater) portion of that travel for March, April and May. In September, you may claim \$20 for March, \$20 for April and \$20 for May.</i></p> <p><i>Please note that you are only able to submit a reimbursement claim for up to \$20 during the months in which you commuted a substantial portion (50 percent or greater) to and from work by bicycle.</i></p>
15	I bought a bicycle in December for \$1,000. Can I claim \$240?	<p><i>No. If you commuted to and from work by bicycle for a substantial portion of December, you are only eligible to receive \$20.</i></p> <p><i>The IRS Regulations stipulate that a qualified bicycle reimbursement may be claimed more than one month, not to exceed 12 months within the calendar year of the purchase. Due to VA requirements to abide by appropriations law, we must also operate within the fiscal calendar year. Therefore, you must submit your reimbursement claims for October–December by March 6 of the following year and your reimbursement claims for January–September by September 6 of the same year. All claims turned in after September 6 will be handled on a case-per-case basis. (NOTE: See table below in How the Bicycle Commuting Benefit Works.) Expenses incurred late in the calendar year cannot be carried over into the following year.</i></p>


Questions		Answers
16	I bought a bicycle in January for \$1,000. Can I claim \$240?	<p><i>Yes. IF you commuted 50 percent or greater by bicycle to and from work for twelve months.</i></p> <p><i>You can submit a claim for January-September on September 6 for \$180. You may submit a claim for October-December on March 6 for \$60. (All claims turned in after September 6 will be handled on a case-per-case basis.)</i></p> <p><i>Remember, you can claim only those months you commuted 50 percent or greater by bicycle to and from work.</i></p>
17	I certified for January through April, but purchased a bicycle for \$500 in March. Can I claim this purchase for January and February?	<p><i>Yes. Since you commuted 50 percent or greater by bicycle to and from work during January-April, you may submit a claim in September for \$80. You may claim \$20 for January, \$20 for February, \$20 for March, and \$20 for April.</i></p> <p><i>The IRS Regulations stipulate that a qualified bicycle reimbursement may be claimed more than one month, not to exceed 12 months within the calendar year of the purchase.</i></p>

How the Bicycle Commuting Benefit Works

A qualified bicycle commuting benefit reimbursement means any employer, if they chose to do so, may provide a reimbursement of up to \$20 per month for reasonable expenses incurred by the participant in conjunction with their commute to work by bicycle. Unlike the other qualified transportation fringe benefits, a qualified bicycle commuting reimbursement benefit cannot be funded through employee pre-tax income, nor can an employee receive both the transit benefit and bicycle benefit in the same month. Please note the table below for the reimbursement schedule.

Year	Expense Date	Reimbursement Date	Comment
FY 2011	1/1 to 9/30	On or about September 6. All claims turned in after September 6 will be handled on a case-per-case basis.	Expense is within the calendar year and within the fiscal year.
FY 2012 and on-going	10/1 to 12/31	On or about March 6.	Expense is within the calendar year and within the fiscal year.
FY 2012 and on-going	1/1 to 9/30	On or about September 6. All claims turned in after September 6 will be handled on a case-per-case basis.	Expense is within the calendar year and within the fiscal year.

TRANSIT BENEFIT BICYCLE SELF-CERTIFICATION FORM AND REIMBURSEMENT VOUCHER

 Department of Veterans Affairs					
TRANSIT BENEFIT BICYCLE SELF-CERTIFICATION FORM AND REIMBURSEMENT VOUCHER					
PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-506. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists of Federal agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksite parking permit with VA or any other Federal agency.					
PART A - EMPLOYEE CERTIFICATION					
NAME		SOCIAL SECURITY NUMBER (Last 4 digits only)		YEAR (Enter YYYY)	
John E. Doe		5555		2011	
CERTIFICATION: I hereby certify that I am a Department of Veterans Affairs employee eligible for reimbursement under the Transit Benefit Bicycle Program. I received no mass transit or qualified parking benefits during the months of this claim. I understand that I will be reimbursed up to \$20 per month, not to exceed a maximum of \$240 per calendar year toward reasonable bicycle commuting expenses based on the dated receipts I provide as proof of bicycle expenditures. I understand that my reimbursement will be deposited via electronic funds transfer (EFT) to my account at the financial institution associated with my FMS Vendor ID. I understand this certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution and/or agency disciplinary action up to and including dismissal. I seek reimbursement towards reasonable bicycle expenses for my commute using a non-motorized bicycle a minimum of 50% of the time for my commute to and from work per month for the month(s) indicated. Dated receipts for expenses and completed bicycle log are attached.					
MONTH	AMOUNT CLAIMED	MONTH	AMOUNT CLAIMED	MONTH	AMOUNT CLAIMED
JANUARY - INITIALS JD	\$20.00	FEBRUARY - INITIALS		MARCH - INITIALS	
APRIL - INITIALS		MAY - INITIALS JD	\$20.00	JUNE - INITIALS	
JULY - INITIALS JD	\$20.00	AUGUST - INITIALS		SEPTEMBER - INITIALS JD	\$20.00
OCTOBER - INITIALS		NOVEMBER - INITIALS		DECEMBER - INITIALS	
SIGNATURE OF APPLICANT <i>John E. Doe</i>			DATE 09/28/2011		
NOTE: Claims for reimbursement will be accepted twice yearly, during the months of March and September. (Exception: If the participant is leaving VA he/she may submit the forms off schedule.) This reimbursement will be sent EFT to the financial institution associated with the FMS Vendor ID below. If you do not have an FMS Vendor ID, contact the local fiscal office. If you do not know the Obligation Number and/or Organization Code, contact your local transit manager.					
FMS VENDOR ID DOEJE		OBLIGATION NUMBER 101-J19000		ORGANIZATION CODE 10E	
				STATION NUMBER 101	
ORGANIZATION CODES (00) Office of the Secretary (009) Assistant Secretary for Congressional & Legislative Affairs (00CFM) Assistant Secretary for Construction & Facilities Management (01) Board of Veterans' Appeals (002) Assistant Secretary for Public & Intergovernmental Affairs (02) General Counsel (004G) Assistant Secretary for Management (GOE) (09) Board of Contract Appeals (004F) Assistant Secretary for Management (Franchise Fund) (10M) Veterans Health Administration - Medical Services (004S) Assistant Secretary for Management (Supply Fund) (10F) Veterans Health Administration - Medical Facilities (005G) Assistant Secretary for Information & Technology (GOE) (10R) Veterans Health Administration - Research (005F) Assistant Secretary for Information & Technology (Franchise Fund) (10E) Veterans Health Administration - Medical Administration (006G) Assistant Secretary for Human Resources & Administration (GOE) (10C) Veterans Health Administration - Canteen Service (006F) Assistant Secretary for Human Resources & Administration (Franchise Fund) (20) Veterans Benefits Administration (007) Assistant Secretary for Operations, Security & Preparedness (40) National Cemetery Administration (008) Assistant Secretary for Policy and Planning (50) Inspector General					
PART B - TRANSIT MANAGER CERTIFICATION					
Certification: I certify the employee above is eligible for reimbursement under VA's Transit Benefit Bicycle Program and did not receive mass transit or parking benefits for the months reimbursement is requested. The amount indicated in the comments area below indicates the transit costs to be reimbursed for each month indicated. I have verified or entered the correct FMS Vendor ID, Obligation number and Organizational code above. (Current Obligation Numbers are available through the VACO Transit Manager. Obligation Numbers may change each fiscal year.)					
SIGNATURE OF AUTHORIZED OFFICIAL <i>Mary Smith</i>			DATE 9-30-2011		
PRINTED OR TYPED NAME AND TITLED OF AUTHORIZED OFFICIAL Mary Smith			TELEPHONE NUMBER (202) 555-0000		STATION NUMBER 101
COMMENTS Total Reimbursement Authorized \$80					

PART C - EMPLOYEE BICYCLE LOG											
Using the calendar provided below, indicate all days commuting to work via bicycle for each month which reimbursement is claimed. Participants may claim reimbursement up to \$20 per month towards reasonable bicycle expenses incurred using a non-motorized bicycle a minimum of 50% of the time in their commute to and from work. Claims for reimbursement for covered bicycle expenses must be accompanied by dated receipt(s), completed bicycle log, and certifying signature below.											
2011 ENTER YEAR											
JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
<input type="checkbox"/> 1st	<input checked="" type="checkbox"/> 17th	<input type="checkbox"/> 1st	<input type="checkbox"/> 16th	<input type="checkbox"/> 1st	<input type="checkbox"/> 17th	<input type="checkbox"/> 1st	<input type="checkbox"/> 16th	<input type="checkbox"/> 1st	<input type="checkbox"/> 17th	<input type="checkbox"/> 1st	<input type="checkbox"/> 16th
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JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
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EMPLOYEE BICYCLE LOG COMMUTING CERTIFICATION											
I understand this certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution and/or agency disciplinary action up to and including dismissal.											
EMPLOYEE SIGNATURE <i>John E. Doe</i>									DATE 09/28/2011		