

Commuter Assistance Programs - Massachusetts

Shuttle Services – Weston and Cambridge

All employees and contractors are eligible for this commuter benefit. The following free shuttles will be provided:

- Shuttle between Biogen Idec offices in Cambridge and Weston.
- Shuttle service to/from local commuter stations in Weston/Waltham and Boston.

For additional details regarding these shuttles, including location and schedule times, please visit the [Weston site](#) in iNet.

On-site Parking – Weston and Waltham

All Weston and Waltham based employees are eligible for this commuter benefit if not already utilizing the MBTA pass program or receiving other company-provided commuter benefits or reimbursement.

At the Weston site, preferred parking will be available for carpoolers and [LEED Qualified Low Emission Vehicles](#).

Parking Pass Program – Cambridge

All Cambridge based employees are eligible for this commuter benefit for purposes of commuting to work and if not already utilizing the MBTA Pass program or receiving other company-provided commuter benefits or reimbursement, with the exception of the EZ-Ride Program.

Privileges are not transferable and under no circumstances are they to be extended to or used by any person other than the employee to whom they are assigned.

Pass Program for Cambridge Parking Garage

Biogen Idec covers the cost of parking on the Cambridge Campus. The IRS requires companies that provide this benefit to report any cost over \$245 per month (2013 IRS limit) as taxable income to the employee. The estimated imputed income for employees is approximately \$20 per pay period.

Please submit requests for parking passes by completing the [Commuter Enrollment Form](#) and forwarding to [Louiza Frih](#), Security Service Administration, at Building 7-1.

Lost Parking Pass

Should a parking pass be lost or misplaced, employees must notify [Louiza Frih](#) immediately to cancel the pass and reissue a new one. The employee will be required to pay for parking until the card is replaced. Employees will be charged \$15 for replacing a lost parking pass.

Forgotten Parking Pass

If an employee forgets their parking pass, a temporary card will be made available by Parking Management located in the garage next to the Residence Inn. If an employee loses his/her parking card, he/she will be required to pay for parking until it is replaced.

Parking Validation

Parking for contractors, interns, temporary workers and other non-employee personnel will not be validated. The only personnel whose parking may be validated are new employees who have applied for

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a parking pass and have not yet received it. Parking validation stickers may be purchased by individual departments from Parking Management located in the garage next to the Residence Inn.

Suspension of Parking Privileges

Failure to abide by our parking regulations may result in the suspension of parking privileges and the possibility of having the employee's vehicle towed. In these instances, the owner of the vehicle will be solely responsible to pay for the towing charges.

Such offenses shall include (but are not limited to):

- Failure to follow traffic rules, including speed limits, stop signs and one way signs.
- Failure to properly register or promptly update registration of a vehicle using the Cambridge parking garage.
- Failure to display a valid parking pass when parked in an open-air lot where a pass or permit is required (towing offense)
- Violating a parking restriction imposed by Biogen Idec, the City of Cambridge, Boston Properties or any other controlling authority while within, accessing or adjacent to any Biogen Idec leased or owned parking facility (towing offense)
- Parking in unauthorized spaces (e.g., handicapped, loading or reserved) (towing offense)
- Unauthorized use of driveways, fire lanes or loading dock areas (towing offense)
- Transferring parking pass or card to any other person

Termination

Upon termination of employment with Biogen Idec or reassignment to a non-Cambridge location, employees are required to return their parking pass to Biogen Idec Security.

MBTA Program

All employees are eligible for this commuter benefit for purposes of commuting to/from work and if not already receiving other company-provided commuter benefits or reimbursement, with the exception of the EZ-Ride Program. MBTA privileges are not transferable and under no circumstances are they to be extended to or used by any person other than the employee to whom they are assigned.

MBTA Pass Program

By accepting this benefit, employees agree to adhere to the guidelines of this program. Employees are encouraged to take public transportation whenever possible, as it will help Biogen Idec to do its part to reduce traffic congestion.

A trial period of thirty (30) days will be in effect when signing up for this program. During the trial period, an employee has the option of transferring to another commuter benefit program. After this period, the employee can only transfer between programs on an annual basis.

Please submit requests for MBTA passes by completing the [Commuter Enrollment Form](#) and forwarding to [Louiza Frih](#), Security Service Administration, at Building 7-1.

Pass Purchase

Monthly passes for the MBTA may be purchased through Biogen Idec. The Company covers up to a maximum of \$245 per month for passes, per the 2013 IRS tax-excludable limit. The balance of the pass expense which exceeds \$245 will be deducted from the employee's paycheck on an after-tax basis.

MBTA passes are purchased monthly and arrive at Biogen Idec near the end of the month. Upon arrival, an Internal News announcement is made that the MBTA passes are available for pick up.

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In **Weston**, passes may be picked up at the Building 15 Security desk between the hours of 7:00am - 4:00pm, Monday – Friday.

In **Cambridge**, passes may be picked up at the Building 7 Security Desk between the hours of 7:00am - 4:00pm, Monday - Friday. If special pick-up arrangements are required, please contact [Louiza Frih](#).

There is a 35-day notice required to order, change or cancel most MBTA-Passes.

Pass Reimbursement

To receive reimbursement for commuter benefit expenses, follow the process in the [Commuter Reimbursement Guide](#).

Monthly Subway and Bus Pass

The Charlie Card (also called Link Pass) is a durable plastic “smart card” with an embedded chip that stores value. Charlie Cards are reusable and rechargeable. Simply swipe the Charlie Card at the fare box or fare gate and board.

Monthly Commuter Rail Pass

A Commuter Rail Pass must be purchased for the [zone](#) you travel from to get to work. The costs per zone are listed below and effective July 01, 2012.

Pass Type	Cost	Pass Coverage
Monthly Link Pass	\$70	Unlimited travel on Subway and Local Bus.
Zone 1A	\$70	Unlimited travel on Subway, Bus, and Inner harbor Ferries.
Zone1	\$173	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 2	\$189	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 3	\$212	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 4	\$228	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 5	\$252	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 6	\$275	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 7	\$291	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 8	\$314	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 9	\$329	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Zone 10	\$345	Unlimited travel on local bus, subway, expresses Bus, and Inner harbor ferries.
Boat	\$262	Good for travel zones1-4 on commuter rail.

Useful MBTA Links:

[About the MBTA Charlie Card](#)

[MBTA Charlie Card FAQs](#)

[MBTA Schedules for Commuter Rail, Subway, Bus, and Boat](#)

[MBTA Transit Updates](#)

[MBTA Commuter Rail Zone Map](#)

[Useful links for Commuters & Travelers](#)

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EZ-Ride Program

All Cambridge based employees and contractors are eligible for this commuter benefit. EZ-Ride is a service of the Charles River Transportation Management Association (CRTMA) and provides convenient shuttle service between North Station and Cambridge. Biogen Idec makes EZ-Ride passes (i.e., stickers) free of charge.

EZ-Ride connects with the MBTA at North Station (Green and Orange Lines, and Commuter Rail), Lechmere (Green Line, Buses 69, 80, 87, 88) and Kendall Square (Red Line, Buses 64, 68, 85, CT2). Regular service operates Monday through Friday, except holidays. Six vehicles operate the route and provide peak-hour service in both directions between North Station in Boston, and Cambridgeport in Cambridge at ten minute intervals.

Useful EZ-Ride Links:

[EZ-Ride Schedules, Maps and Service Updates](#)

[Charles River Transportation Management Association \(CRTMA\) Home page](#)

Bicycle Program

All employees and contractors are eligible for this commuter benefit. Free bicycle parking is provided in the following locations:

Weston – Located under the building. Bicycles may be parked using the 'U-racks' on rails, which have a lean bar for cable use.

Cambridge – Located in the locked bicycle cage in the bottom level of the North Parking Garage. Anyone who wishes to use a bicycle cage must contact [Louiza Frih](#), Security Service Administration, to request a key. The initial key to the bicycle cage is free of charge; however a \$15 fee will be charge for replacing a lost key.

All cyclists are requested to abide by the following rules:

1. No person shall park a bicycle, whether secured or not, so as to obstruct any emergency or fire exits to any building or any place that impedes or is likely to impede pedestrian traffic.
2. No person shall park a bicycle, whether secured or not, on any ramp, railing or entrance to any building which has been specifically designated for use by disabled persons.
3. No person shall bring a bicycle inside any Biogen Idec building.

Any Security Officer finding a bicycle in violation of these rules may remove or cause to be removed the offending bicycle and store it in a secure location until the owner reclaims the bicycle. The owner of any bicycle removed pursuant to the Biogen Idec bicycle procedure can claim the offending bicycle from Security after providing reasonable proof of ownership. Failure of the owner to retrieve the offending bicycle within 60 calendar days may result in the disposal of the bicycle and the owner shall forfeit any claim to the disposed bicycle.

Useful Bicycle Program Links:

[MassBike](#)

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[Useful links for Commuters & Travelers](#)

Carpool Matching Program

All employees and contractors are eligible for this commuter benefit.

Finding a Carpool

The Charles River Transportation Management Association's (CRTMA) can connect you to ride-matching options for carpooling and vanpooling from various agencies in Massachusetts. The CRTMA works through MassRIDES to offer commuters access to the largest ride-matching database in the Boston area. To register to receive ride-matching information, complete the [CTRMA Ridematching Registration Form](#).

You may also post a carpool request on the Lotus Notes Bulletin Board. If you do not already have access to the 'Bulletin Board' database in Lotus Notes, information on accessing the database is available on the IT site in iNet (or you may contact the IT Helpdesk at x82281).

Preferential Parking

Preferential parking passes are available to employees who commute in a carpool. Contact [Kathleen Roy](#) in EHS to request a preferential parking pass.

Useful Carpooling Links:

[CRTMA Rideshare Information](#)

[MassRIDES - Carpool and Vanpool matching](#)

[Useful links for Commuters & Travelers](#)

Vanpool Matching Program

All employees and contractors are eligible for this commuter benefit.

The CRTMA can connect you to ride-matching options for carpooling and vanpooling from various agencies in Massachusetts. Vanpools are a great option for commuters traveling long distances (usually 50 miles or more). Vanpools offer quick, direct service while still offering considerable cost savings over drive-alone commuting.

Preferential parking passes are available to employees who commute in a vanpool each work day. Contact [Kathleen Roy](#) in EHS to request a preferential parking pass.

Useful Vanpooling Links:

[CRTMA Rideshare Information](#)

[VSPI, Inc. – Vanpool Search and Matching](#)

[MassRIDES - Carpool and Vanpool matching](#)

[Useful links for Commuters & Travelers](#)

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Emergency Ride Home

All employees are eligible for this commuter benefit.

The Charles River Transportation Management Association (CRTMA) operates the Emergency Ride Home (ERH) Program. This program eliminates the uncertainty of using an alternative commute. Should an emergency cause your travel plans to change, the ERH Program can ensure that you are not stranded at work.

Employees who use public transportation, carpool, vanpool, bicycle or walk to work at least three times a week are eligible for the ERH program. The program uses local cab services; if eligible employees live at or beyond Route 128, a rental car may be utilized.

Use of the program is limited to those who cannot travel home by their usual alternative mode due to any of the following circumstances:

- Personal illness or emergency
- Family illness or emergency
- Unscheduled/unplanned overtime

The ERH does not apply to the following situations:

- Weather delays or emergencies
- MBTA or other transit delays or disruptions
- Construction disruption to normal commuting

To participate in the ERH program, you must complete an [online registration form](#) in advance of your emergency.

Useful Emergency Ride Home Program Links:

[CRTMA Emergency Ride Home Program](#)

[Online Registration Form](#)

Showers and Locker Rooms

All employees and contractors are may use the Company showers and locker rooms.

Locker room facilities (including showers) are available in the following buildings:

- Cambridge - Bldg 7 – 10 Cambridge Center
- Cambridge - Bldg 8 – 15 Cambridge Center
- Weston - Bldg 17 – 133 Boston Post Road (Located in locker rooms within Fitness Center; locker rooms and showers are made available to both fitness center members and non-members.)