



December 10th, 2019

TO: SMG-Colorado Convention Center Full Time Employees
FROM: Cheri Wilbur
Director of Finance & Administration
RE: 2020 RTD Eco Pass Smart Card

As the RTD Smart Cards issued are reusable, plastic cards that are loaded electronically each year, new RTD Eco Pass Cards **will not** be issued to our Full Time Employees. However in order to load the 2020 funds for utilization of the Smart Cards, all the Full Time Employees must sign an updated RTD Eco Pass Procedure Certification Form.

These forms will be available in HR Benefits Specialist office to sign effective Friday, December 13st.

Questions regarding this should be directed to me at x88002.

CC: John Adams
General Manager

Marguerite Strong Thomas
Human Resources Manager