

TRANSPORTATION ASSISTANCE

CETYS University
Mexicali Campus

I. OBJECTIVE:

Make all maintenance and security employees increase their income for personal and their families' benefit, helping in their expenses for their daily transportation, in order to work in this institution.

II. WHO IS PART OF IT?

- All weekly maintenance employees: gardeners, security personnel, supervisors and technical employees that fulfill with the following conditions:
 - **48-hour working week**
 - **Work 6 days and rest 1 day**
 - **Vacation benefits according to the Federal Labor Law**
 - **Non-administrative working schedule**
 - **Outdoors work**
- Those excluded from this benefit are: heads of department, superintendent and administrative personnel.

III. HOW MUCH THEY ARE ENTITLED TO:

- a) The equivalent to \$ 50.00 pesos a week (considering 6-day working weeks)
- b) This amount is according to the days worked, which means that if a worker is absent for a week, the amount of transportation assistance will be paid according to the days worked.
- c) Example:

Days worked ----->	4 days
Payment calculated----->	\$ 50.00 / 6 days X 4 days = \$ 33.34
Amount to be paid----->	\$ 33.00

COMMENT: Amounts are rounded to a full peso; cents are not used.

IV. HOW IS IT PAID?

It is paid in cash at the end of every payroll's period.

- Attendance from Wednesday to Tuesday is taken into account.
- It is paid on the following Friday.
- It is reported as TRANSPORTATION ASSISTANCE and is paid in each corresponding period within the payroll.

V. RULES:

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- Permissions, with or without salary, affect the transportation assistance
- Permissions for doctor appointments or leaves from IMSS affect the transportation assistance
- Vacation days are not taken into account for transportation assistance
- All absences affect the transportation assistance payment.
- To calculate the amount, **only the days worked** will be taken into account, and will be paid accordingly.

Any point not considered in this manual, must be authorized by the Department of Management and Finances and the Department of Human Resources.

This document is issued on February 21, 2007, and expires in a year; at this time it must be revised. In case there are changes, adjustments will be made and those involved will be informed.

Human Resources Department
Mexicali Campus