



*CAKE Websites & More, LLC*

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## **CAKE Bike/Walk/Transit Friendly Policies**

**Last Updated: 1/13/2017**

### **Policy:**

- Please consider how you commute to work and, if possible for you, save resources by commuting via biking, walking, carpooling or transit.

### **“No Car” stipend for walking/biking/transit:**

- CAKE offers No Car Incentive Pay each pay period to those employees who walk, bike, ride public transportation, or carpool from home to work every day. Those employees will earn an extra \$25 per two week pay period (which equals \$650/year if you commute all year).

### **Guaranteed ride home program for walking/biking/transit:**

- For any employee who bikes, walks, rides transit, or carools, CAKE offers a “guaranteed ride” program.
- Our “guaranteed ride” program means we will pay for you to use Uber, Lyft or similar if you need it in an emergency, up to \$30 each ride. This should be used only in emergencies, to get directly to or from the office. Submit your receipt to the Financial Manager for reimbursement.
  - Examples of how it can help you:
    - You get to work on your bike and we are hit by a freak ice or snow storm. You have no real winter gear and roads are unsafe for biking. Call Uber. Go home and leave your bike at work. Call Uber the next morning again to come in if you need to, then retrieve your bike.
    - You ride the bus everyday but, for reasons known only to the bus driver, the bus isn’t at the stop and your next bus is an hour wait. Use an Uber.
    - You fall ill while at work and would like to go home, but do not feel safe to ride your bike. Call an Uber.
- We intend for this policy to help you fill in the *unexpected* gaps in your transit plan so that you drive less while enjoying life more.

**Bike storage:**

- You are allowed to keep a bike in the office, so long as it does not limit the movement of others.
- You are allowed to keep a bike in the bottom of the stairwell (2 bike capacity).
- You are allowed to keep a bike in the storeroom (1 bike capacity)
- You are allowed to keep a bike outside locked to our racks (4 bike capacity).

**Bike repair/maintenance:**

- CAKE keeps a floor pump, spare tubes, patch kits, and a full set of bike repair tools available in the office. Please do not remove the tools or pump from the office.
- All the above supplies are in the storeroom, please use as needed and tell management if you use any of the tubes or patch kits so that we can keep our supplies fully stocked.

**Bike to Work Week and other calendar events:**

- Each year CAKE celebrates National Bike Month, National Bike to Work Week, and National Bike to Work Day (third Friday in May), all of which are in May. Ask Clark for details.

**Flexible hours and casual dress code:**

- As described in our employee policies, you are free to set your own work schedule between 8 AM and 8 PM each day as long as you are consistent once you have had your schedule approved.
- Our dress code is casual.
- Please take advantage of these two benefits to shape your commuting options in ways that you find convenient.