

## **APPENDIX B**

### **PROCESS IN WORDS**

Please note that you are not eligible for the Cycle to Work Scheme if you:

- you are still within your probationary period, you are not eligible to purchase in the current phase.
- you are currently participating in a previous phase of the Cycle to Work scheme then you are not eligible to participate in this phase.

#### **STEP ONE:** Register expression of interest

During 2 week period (**16 – 30 May 2018**) employees must review the information online at [www.derrystrabane.com/cycletowork](http://www.derrystrabane.com/cycletowork) and register their expression of interest with the scheme administrator, from HR Dept.

#### **STEP TWO:** Scheme implementation team assesses eligibility

Prior to the end of the 2 week period, the payroll administrator will check eligibility criteria and the scheme implementation team will review all expressions of interest to determine if employee is eligible to participate in scheme.

#### **STEP THREE:** Notification to interested employees

The scheme administrator will send an email to all employees who registered interest advising them whether or not they are eligible to avail of the scheme. If you are being advised that you are not eligible, a reason will be given.

#### **STEP FOUR:** Employees select bicycle and/or associated equipment and get written quotation

During this period, employees should visit approved vendors' stores, select their bicycle and/or associated equipment and obtain a written quotation. The quotation should then be stapled to the legal paperwork (a pre-contract agreement and a hire agreement) and submitted to HR Section Attn: Katrina Bradley **Deadline for posting these forms in the box is Weds 30 May 2018.**

Approved vendors are:

- BPC Cycle Centre, 40 Melmount Road, Strabane
- Caldwell Cycles, Dromore Rd Retail Park, Omagh
- Claudy Cycles, Barnailt Road, Claudy
- Conway Cycles, Loughmacrory Rd, Omagh
- Halfords, Crescent Link, Derry~Londonderry and Great Northern Business Park, Omagh
- Roe Valley Cycles, 35 Catherine St, Limavady
- So Cycling, 72 Main Street, Augher
- Total Cycling, Pennyburn Industrial Estate, Derry~Londonderry

**STEP FIVE:** Verification of quotations and legal forms by scheme administrator and raising of Purchase Orders with vendors (**Thurs 31 May to Weds 6 June 2018**).

**STEP SIX:** Employees to confirm payroll deductions online and obtain Requisition ID (**Thurs 31 May to 6 June 2018**).

During this period, employees will be sent an email to confirm payroll deductions (similar to employee savings scheme). Each participating employee will be given a req ID. If you do not have a Derry City and Strabane District Council email account, we will use the personal

address provided by you in Step One above.

**IMPORTANT:** Note your Req ID carefully as bicycles and/or associated equipment can only be collected once a req ID has been generated.

**STEP SEVEN:** Collection of bicycles and/or associated equipment from vendors (**from Thurs 7 June 2018 2018**)

Once you have confirmed your payroll deduction and obtained your req ID you can proceed to collect your bicycle and/or associated equipment.

**NOTE:** In addition to the req ID, you will also have to present a valid photo id (driver's licence, passport, voter registration card, etc.) to the vendor when you collect your bicycle/equipment.

QUERIES SHOULD BE ADDRESSED TO:

Katrina Bradley, ext. 6976 ([katrina.bradley@derrystrabane.com](mailto:katrina.bradley@derrystrabane.com))

Ross McGill, ext. 6841 ([ross.mcgill@derrystrabane.com](mailto:ross.mcgill@derrystrabane.com))