

Employee Parking Policy

Effective Date: Adopted 9/81; Revised 2/89, 5/92, 10/93, 1/95, 12/10, 12/11

§-I. PURPOSE To provide regulations concerning employee parking.

§-II. SCOPE All Full-Time, Part-Time and Temporary Employees.

§-III. POLICY It is the policy of the County to provide parking facilities, when practical, for the benefit and convenience of its employees.

§-IV. PROCEDURES

A. When appropriate, the County will provide parking for as many employees as practical.

B. Parking spaces may be provided on a fee basis depending upon the work location. Eligibility shall be determined in the following order.

1. Disabled employees
Those employees who hold a valid handicapped certification will be eligible for handicapped parking spaces available in any county parking location. If all available handicapped spaces are assigned, the employee will be assigned an available space in a county parking location until a handicapped space becomes available. Holding a handicapped certification does not give an employee priority in parking assignments when he/she has already accepted an available parking space as meeting his/her needs based on this certification. Should the handicapped certification expire, the employee will forfeit assigned parking based on this eligibility.
2. Elected officials, appointed Judges, and individuals appointed to part-time boards;
3. County Manager;
4. Appointed department heads;
5. Cobb Community Transit Van Pools with a minimum of seven employee riders.
6. Full-time employees assigned to the complex in order of their date of full- time employment with the county;
7. Eligibility for employees with the same date of employment shall be determined alphabetically.
8. Part-time and/or Temporary employees in order of their date of employment with the county.
9. Unpaid Interns; and
10. Volunteers.

C. Employees making requests for parking in the Barrett Government Complex will be assigned a space in order of their eligibility. An access card, if required, will be issued to the employee upon their authorization for payroll deduction of the parking fee.

D. Lost or stolen key cards will be replaced at a cost of \$20.00 to the employee.

E. Fees shall be as follows:

1. Unreserved spaces will be \$25.00 per month. Reserved spaces will be \$30.00 per month.
2. Other lots will be \$25.00 per month.
3. County vehicles overnight or during the day can park on the 7th floor of the Cobb Deck only in unreserved spaces so long as spaces are available unless other parking assignment is authorized for a County vehicle(s).

F. Parking fees which are paid through payroll deduction are pre-taxed on each pay period in which the parking privilege is authorized. If an employee is not in pay status and therefore payroll deduction of the parking fee is not possible, he or she will be allowed fourteen days in which to make payment. If payment is not received by the fourteenth day, they forfeit their space.

G. An employee terminating employment forfeits the parking privilege on the last day of active employment.

H. If the demand exceeds the availability of spaces, an employee on leave of absence of 30 days or more can notify the Human Resources Department of the period of their absence and request the possibility of subleasing their parking space. The employee is still responsible for paying the parking fees until the parking space is subleased. The employee returning from leave of absence will be guaranteed the reassignment of the same space or lot assignment upon their return to active service as long as fees have been paid for the entire period of their absence.

I. Employees are expected to observe the parking rules established. Unauthorized or improperly parked vehicles will be towed away at the owner's expense. The following infractions will result in the loss of the parking privilege for a period of six months:

1. Parking in a space or lot other than the space assigned to you;
2. Subleasing or exchanging assigned parking spaces;
3. Allowing someone to park in the employee's space or lot assigned while on leave of absence of 30 days or more unless your space has been subleased through Human Resources to the next eligible employee;
4. Disregard of common sense rules of safety and courtesy, as well as posted notices;
and
5. Abuse of facility or equipment.

J. Employees use the county parking lots at their own risk and should keep their cars locked while on the lot. The county assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle on the parking lot.

k. During regular business hours, employees provided with parking access to County decks as an individual employee or through a department access card must park in spaces which are not reserved for public parking.