**SECTION: AGENCY PROPERTY**

**POLICY:** Employee Parking **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The City’s employee parking policy outlines the rules for using workplace parking facilities, ensuring all employees understand how to register their vehicle (if required), use, and maintain parking areas. This includes designated areas, permit requirements (if any), enforcement, and any specific rules for accessing or using the facilities.

**DEFINITIONS:**

1. Designated Parking Areas: Clearly defines where employees can and cannot park.
2. Permit Requirements: Specifies whether permits are needed and how to obtain them.
3. Registration and Eligibility: Outlines the process for registering for parking and who is eligible.
4. Enforcement and Consequences: Describes how violations will be addressed and what consequences may result.
5. Safety and Security: Includes rules regarding parking lot safety, such as speed limits, and any access control measures.
6. Accommodations: Addresses how reasonable accommodations will be made for employees with disabilities.
7. Alternative Transportation Incentives: May include options for employees to choose alternative transportation methods and receive financial benefits. [if appliable]
8. Liability and Responsibility: Clearly states who is responsible for damages or loss to vehicles parked in the designated areas.
9. Parking Fees: If applicable, specifies how parking fees are assessed and collected.
10. No overnight parking: Some companies may prohibit overnight parking unless working a night shift.
11. First-Come, First-Served: Employees park in available spaces on a first-come, first-served basis.
12. Reserved or Assigned Parking: Certain employees, like executives or those with disabilities, are assigned specific parking spaces.
13. Mixed Approach: Combines first-come, first-served with reserved spaces for key employees.
14. Parking Cash-Out Schemes: Employers offer incentives to employees who use alternative transportation. [if applicable]
15. Parking Spot Booking Apps: Employees can reserve spaces in advance through a mobile app.[if applicable]

**APPLICABILITY:**

This policy applies to all city employees. [Public Safety facilities may have different policies. Please see their parking policy for detailed information]

**PROCEDURES:**

1. [Each City will need to customize this policy based on their own specific requirements and state procedures here. You may want to use the definitions section above to consider what should be included in your policy. Include procedures for those topics that apply here].
2. The City will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in a city parking garage, lot or on other city property.
3. Employees receiving a mass transit benefit are not eligible for parking permits.
4. Bicycle racks are located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as well as in the covered parking garage (if applicable). Employees who ride a bike to work are encouraged to lock the bike to the rack. The city will not be responsible for lost, stolen or damaged bicycles while on city property.
5. Specific parking stalls are reserved in some lots for individuals with disabilities and are marked by signs. When a motor vehicle with a special license plate or identification card issued by the Department of Motor Vehicles that is being operated by, or used for the transportation of, a person with a disability, this motor vehicle may park in any space which is clearly marked as being reserved for individuals with disabilities. Vehicles not displaying the appropriate valid special license plate or I.D. card are not permitted to park in handicap parking spaces.
6. An employee parking policy outlines the rules for using workplace parking facilities, ensuring all employees understand how to register, use, and maintain parking areas. This includes designated areas, permit requirements, enforcement, and any specific rules for accessing or using the facilities.