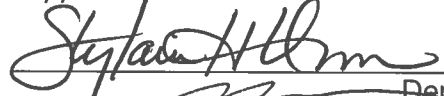





City of Riverside Administrative Manual

Effective Date: 07/2003
Latest Revision Date: 06/2017
Next Review Date: 07/2018
Policy Owner(s): Human Resources

Approved:



Department


City Manager

SUBJECT:

Employee Parking – City Hall and Downtown

PURPOSE:

To establish the proper procedure for providing full-time employees who are regularly assigned to work at City Hall, and other permanent downtown worksites, with a parking space for their private vehicle, as available.

POLICY:

As parking spaces become available, full-time employees regularly assigned to work in City Hall and other downtown worksites shall be provided with a space to park their personal vehicle. This assignment of a parking space shall be based on the employee's seniority (hire date). New employees may be responsible for meeting their own parking needs until a parking space is available and assigned to them by Human Resources. There are facilities in downtown that provide monthly parking for a reasonable fee.

All new regular full-time and part-time City Hall and downtown City employees should be referred by their immediate supervisor to Human Resources to be assigned a parking space based on availability. If parking is not immediately available, their name will be placed on a waiting list. Employees will be notified by Human Resources as assigned parking spaces become available. If there is a shortage of available employee parking, the City may no longer be able to provide parking for all employees assigned to City Hall and downtown worksites upon hire. This policy is in accordance with City Council action of 8/12/1975, which states that assignment of a parking space is determined by the employee's seniority.

Employees assigned to the City Hall parking facility shall be notified that their City Hall Identification/Access Card has been reprogrammed to allow City Hall garage entry. Employees assigned to a parking facility other than City Hall requiring a gate entry key card or parking permit shall be issued such by Human Resources. The parking permit/key card is issued to Human Resources by the contract agency administering the program. The key card is for the employee's use only and shall not be transferred from one employee to the other. Upon the loss of a keycard, the employee is responsible to purchase the replacement keycard at the pre-established cost. The City shall not bear responsibility for damage or loss to employee's vehicle or property while parked at the assigned parking site.

Under no circumstances shall any City employee, regardless of their assignment site, whether full or part-time, park their personal vehicle in the City Hall visitor lot or other downtown Municipal parking lots

during normal working hours. The sole exceptions are using the lot on their own personal time or utilizing the limited, short-term parking of a City vehicle in the City Hall parking lot. Failure to comply with this directive may result in disciplinary action and the vehicle may be subject to a parking citation. It is the employee's responsibility to park legally at all times. No City funds are to be used to pay for citations received by employees. An employee may contest a parking citation issued to their vehicle by following the parking citation appeal process found on the City's website under Public Works Parking Services section. Under no circumstance shall an employee approach staff to have their citation dismissed, nullifying a citation is a misdemeanor under California Vehicle Code section 40202.

PROCEDURE:

Responsibility	Action
Department	1. Refers new employee to Human Resources to have name placed on a waiting list if parking is not available at the time of hire.
Human Resources	2. Maintains waiting list (based on hire date) for assignment of parking. 3. Assigns employee to appropriate parking site at time of hire, or as parking space becomes available. 4. Notifies City Hall employee that City Hall Identification/Access Card has been reprogrammed to allow City Hall garage entry. Notifies employee assigned to offsite parking facility that key card or parking permit for designated site can be picked up from the Human Resources Department. 5. Provides contracted parking vendors with employee's completed application/ policy agreement, as provided by the vendors.
Employee	6. Parks his/her vehicle at the assigned parking site.
Human Resources	7. Monitors use of the parking sites for availability. 8. Reassigns personnel to different parking sites as requirements dictate.
Employee	9. Returns assigned Identification/Access Card, key card or permit to Human Resources Department upon separation from the City.

Distribution: Regular