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| <b>SUBJECT:</b><br><br>Parking | <b>CATEGORY:</b><br><br>Operations & Administrative<br>Services – Finance | <b>NO.</b><br><br>O-1.6 |
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**PREAMBLE**

SIAS recognizes that space restrictions at its various geographic locations necessitate variances in its parking practices. As a result, the number of assigned and unassigned parking stalls varies from campus to campus.

This policy applies to all users of SIAS parking facilities and it establishes the overall principles of and parameters for parking at SIAS locations.

**POLICY**

SIAS charges for parking at its facilities and it maintains the right to periodically review and adjust its parking rates.

**1.0 Basic Principles**

- 1.1 SIAS will endeavour to provide as many parking stalls as reasonably possible for employees, students, third-party tenants, and the general public.
- 1.2 SIAS encourages its employees and students to use more environmentally-friendly alternatives, such as public transportation and car pooling, whenever possible.
- 1.3 To the extent possible, priority will be given to applicants with disabilities and short-term injuries.
- 1.4 On-campus parking restrictions are in effect Monday to Friday from 6:00 a.m. to 4:30 p.m. at all SIAS locations. After 4:30 p.m., Monday to Friday, and all day during weekends and statutory holidays, SIAS campus parking areas are open to the general public on a first come, first serve basis. Due to landlord requirements, SIAS Administrative Offices parking is restricted to SIAS employees at all times.

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- 1.5 During restricted parking hours, SIAST employees and the general public shall not park in student parking areas, and SIAST students and the general public shall not park in employee parking areas.
- 1.6 The campus director of the applicable SIAST location is responsible for general parking administration.
- 1.7 Any person abusing SIAST parking areas or its parking regulations may be subject to the penalties outlined in the Violations section of this policy.
- 1.8 SIAST assumes no responsibility for any damage or theft to a motor vehicle or its contents while parked at any of its locations.
- 1.9 SIAST assumes no responsibility and shall not be liable for any inconvenience, loss of parking availability, additional costs related to towing, or damage to vehicles caused by undue care and attention, inclement weather, or Acts of God.

**2.0 Parking Rates**

- 2.1 Effective January 1, 2011, the parking rates for SIAST employees and third-party tenants are:
  - \$420.00 per year (\$35.00 per month) for an electrified parking stall; and
  - \$360.00 per year (\$30.00 per month) for a non-electrified parking stall.
- 2.2 Beginning in the 2011-12 academic year, designated parking lots will be made available for scramble parking by SIAST students and the general public. Parking rates for students and the general public are posted on-site or are available through the SIAST website. Students and the general public are not permitted to park in employee parking lots.
- 2.3 SIAST employees are prohibited from utilizing SIAST operating funds to pay for student or general public parking.
- 2.4 Parking rates will be reviewed annually and adjusted as necessary. Notification of pricing adjustments will be provided to parking users.
- 2.5 In accordance with Canada Revenue Agency requirements, when the rate paid by an employee is below the local market rate for a parking stall then the difference between the market rate and the amount paid by the employee is deemed a taxable benefit on the employee's payroll information.
- 2.6 SIAST may allocate two parking stalls for use by the applicable campus student association at the same cost as the SIAST employee parking rate. Additional stalls may be assigned to the said student association in the student parking area. All parking assignments for the student associations are at the sole discretion of the campus director. Allocated parking stalls will be assigned on an annual basis and payment in full is required at the outset.

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2.7 Employees who are required to work away from their base location will be reimbursed for all reasonable additional parking costs. Parking costs will not be reimbursed for the base location.

2.8 Employee parking permits are not valid in public parking lots.

### **3.0 Parking for Persons with Disabilities**

3.1 Disabled parking stalls are available for rent by employees with disabilities or those who have a short-term injury. The parking rates payable for disabled parking stalls are in accordance with current employee parking rates.

3.2 During the 2011-12 academic year, designated parking stalls are available for disabled students or members of the general public at each campus location free of charge. Beginning in the 2012-13 academic year, designated disabled parking for these groups will only be available through metered parking, a pay and display system, or a combination of both.

3.3 Any person utilizing a disabled parking stall must have either a permanent Saskatchewan Government Insurance or a temporary Saskatchewan Abilities placard. Employees requiring a short-term, disabled parking stall due to a walking restriction must produce medical documentation stating the distance of the walking restriction and the length of time special disabled parking privileges will be required.

3.4 Fees payable for designated disabled parking stalls by employees with a walking restriction, and who do not already have an assigned parking stall, will be pro-rated based on the required time of use. Employees who already pay for parking will not be required to pay additional monies for a temporary disabled parking stall.

3.5 Employees renting a designated disabled parking stall will be issued either a SIAST disabled or temporary disabled parking permit, as appropriate.

3.6 Disabled parking stalls are issued to a person, not a vehicle.

### **4.0 Allocation and Administration of Available Employee Parking Stalls**

4.1 To the extent possible, out-of-scope positions will be assigned user-pay parking stalls at their base location.

4.2 Employee parking is allocated based on the capacity of available employee parking areas. When maximum capacity has been reached, subsequent assignments are issued from parking lot waiting lists as identified in subsection 4.2.1 hereunder.

4.2.1 Two parking lot waiting lists are maintained for each SIAST location:

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4.2.1.1 Waitlist One: Employees currently assigned a non-electrified parking stall may place their name on a waiting list for a location-appropriate electrified parking stall as they become available. Waitlist One is maintained in order of application. Waitlist One is given priority for assignment of electrified parking stalls as they become available.

4.2.1.2 Waitlist Two: Employees not assigned a parking stall may place their name on a waiting list for the next available parking stall. Waitlist Two is assembled in order of application.

4.3 Payment Terms and Conditions - Employee and Third-Party Tenants: Employee and third-party tenant parking permits are allocated on an annual basis. The fees payable for employee and third-party tenant parking stalls are required to be remitted to SIAST as follows:

- (a) Full-time and part-time employees are required to remit their parking fees to SIAST through payroll deduction;
- (b) Employees who only work casual assignments are required to remit their parking fees to SIAST through Accounts Receivable prior to the beginning of each month;
- (c) The annual parking fee payable by a third-party tenant is required to be remitted in full to SIAST prior to the start of a fiscal year.

It is an employee or third-party tenant's responsibility to ensure their parking fees are paid in full as outlined above. Failure to pay the required fees by the applicable due date will result in parking privileges being revoked and the parking spot being reallocated.

Except in the case of employee termination, a minimum one-month cancellation notice must be provided to SIAST by employees and third-party tenants.

4.4 Assigned Parking:

4.4.1 Parking stalls within assigned parking areas are designated to specific employees with their private vehicle(s) and license plate number(s) linked to the stall. Any change in vehicle or license plates numbers must be immediately reported to the local Facility Services department/campus director's office.

4.4.2 Employees allocated an assigned parking stall are required to park in their designated stall with their assigned hang-tag displayed prominently. Parking in another employee's parking stall, with or without permission, may be considered an abuse of parking privileges and a violation of this policy.

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4.5 Unassigned (Scramble) Parking Areas:

4.5.1 Parking stalls within unassigned (scramble) parking areas are available on a first-come, first-serve basis, to employees who pay for parking. Employees allocated to unassigned parking areas must register their private vehicle(s) and license plate number(s) prior to parking in such areas. Any change in vehicle or license plates numbers must be immediately reported to the local Facility Services department/campus director's office.

4.5.2 Employees who are eligible to park in an unassigned parking area must ensure their assigned hang-tag is displayed prominently.

4.6 Except as provided for in subsection 1.4 herein, assigned and unassigned parking is non-transferable.

4.7 An employee who has been assigned a designated parking stall and who job shares may apply to share the assigned parking stall with their other job-share employee. Sharing of designated employee parking stalls must be arranged through and approved by the local Facility Services department/campus director's office. One duplicate parking stall permit will be issued for approved applications. The monthly fee payable to SIAST will be pro-rated between the two employees based on their full-time equivalency status. Reported abuse of shared parking stalls will be investigated and any violations dealt with in accordance with the Violations section of this policy.

4.8 Employees on an extended leave of absence such as maternity/paternity leave or employees on short-term absences over 90 days in length may apply to temporarily re-assign their assigned parking stall to their temporary replacement. In the event their temporary replacement does not require a parking stall, the parking stall may be temporarily re-assigned to an employee from Waitlist Two. The employee from Waitlist Two will continue to maintain their status on the said waiting list during this period. Re-assigning of designated employee parking stalls must be arranged through and approved by Facility Services/campus director's office.

4.9 It is the responsibility of employees sharing a parking stall to ensure there is only one vehicle with the same hang-tag on the SIAST location at given time.

4.10 Employee parking stalls are not to be used for storage of vehicles. Reported abuse of the use of a designated parking stall will be investigated and any violations dealt with in accordance with the Violations section of this policy.

4.11 Employees on a leave of absence, employees who have had their parking privileges revoked in accordance with the Violations section of this policy, and employees who resign or are terminated must return their issued hang-tags to SIAST.

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**5.0 Allocation and Administration of Available Student Parking Stalls**

- 5.1 Student parking is unassigned (scramble) and is available on a first-come, first-serve basis to the capacity of available student parking lots through a pay and display system, metered parking, or a combination of both. To the extent possible, accommodations will be made for students with physical restrictions.
- 5.2 Student pay and display tickets must be clearly visible at all times while occupying a student parking stall.
- 5.3 Student parking stalls are not to be used for storage of vehicles. Reported abuse of the use of a designated parking stall will be investigated and any violations dealt with in accordance with the Violations section of this policy.

**6.0 Violations**

- 6.1 All categories of parking are enforced through parking violation notices or tow-away at the owner’s risk and expense. Parking enforcement may also include the impounding of a vehicle.
- 6.2 Penalties for parking violations are issued and enforced by the campus city and/or the assigned parking management company.
- 6.3 In addition to the restrictions outlined within this policy, parking violations may also include, but are not limited to, illegally parking in designated loading zones, no parking zones or SIAST compounds; improperly parking in a designated parking stall; blocking or restricting access by another vehicle; improperly displaying a hang-tag or parking permit; fraudulent or misuse of issued parking permits; or failure to pay an issued parking penalty.
- 6.4 In addition to any penalty imposed, abuse or repeated reports of abuse of the parking restrictions outlined in this policy may result in immediate withdrawal of assigned parking privileges. Such withdrawal of parking privileges will be at the discretion of the local Facility Services department/campus director’s office. Severe violations may also be dealt with under the provisions of the SIAST Policies: Framework, Approval and Administration policy #G-2.8.

**PROCEDURE**

Further details and applicable procedures for parking at SIAST are available on the SIAST website.

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