

ADMINISTRATIVE PROCEDURES

Authorized by:



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Up-Close Parking Program

AUTHORITY

The Procedures describe the M-NCPPC's Up-Close Parking Program, which confers temporary parking privileges to eligible employees. These Administrative Procedures were issued by the Executive Director on September 20, 1995, to implement Administrative Practice 2-18, Work/Life Program. They were amended on March 27, 2019 to clarify the operation of the program.

If any portion of these Administrative Procedures is inconsistent with laws, Merit System Rules and Regulations, M-NCPPC Practices, or applicable collective bargaining agreements, the language in those sources shall prevail.

REFERENCES

- M-NCPPC Administrative Practice 2-18, Work/Life Program

OVERVIEW/BACKGROUND

The Up-Close Parking Program assists employees who have temporary medical limitations by offering a short-term, designated parking area closer to an assigned facility than otherwise available to the general population.

The short-term arrangement is only available at M-NCPPC-owned parking facilities and subject to availability and Department Head approval. The designated space cannot be:

- In conflict with any existing parking codes;
- A space permanently required for people with disabilities (handicapped space); or
- In a parking area for which there are associated parking fees or other restrictions which makes the parking space not feasible.

An up-close parking arrangement may be considered for any employee, upon providing written medical verification from a physician, who:

- Is in the last trimester of pregnancy, or
- Has any other temporary medical condition.

Eligible Employees

Merit System and Seasonal/Intermittent, Term, and Temporary Contract employees may request consideration for up-close parking.

Review of Requests for Up-Close Parking Arrangements

All requests for up-close parking will be considered on a first-come, first served basis.

Parking spaces may be authorized for a period of up to thirty (30) calendar days. The authorization period may be extended based upon supportive medical certification. However, the total authorization period may not run beyond ninety (90) calendar days from the initial designation of the parking space.

PROCEDURES

- 1. The Employee** initiates the written request for up-close parking. The employee must provide the Department Head or designee a completed Work/Life Up-Close Parking Application (Attachment A), along with written medical substantiation from the treating medical provider.
- 2. The Department Head or designee** is responsible for designating a departmental facility coordinator(s) who will advise whether an up-close parking space is available. If an up-close parking space is available, the facility coordinator will notify the Department Head or designee. The facility coordinator does not review the medical documentation.

The Department Head or designee will review the employee's request and issue a written decision.

- The Department Head may consult with the Human Resources Director when reviewing medical documentation. Following consideration of the up-close parking request, all original medical documents shall be forwarded to the Human Resources Director for placement in the employee's confidential medical file. Medical documentation shall not be maintained in departmental files.
 - All up-close parking requests that have been authorized by the Department Head or designee shall be forwarded (without medical documentation) to the departmental facility coordinator for action. When a request has been denied, the Department Head shall provide the employee with a written explanation for any denial. The Department Head's decision shall be final and is not grievable.
- 3. The Facility Coordinator** is responsible for:
 - Processing up-close parking requests that are approved by the Department Head.
 - Designating the up-close parking space.
 - (1) A sign indicating "Work/Life Parking Space" shall be posted at the designated temporary parking space.
 - (2) The employee shall be issued an Up-Close Parking authorization, which can take the form of a tag or placard, for display in his/her vehicle's front windshield.
 - Monitoring use of the space for compliance with the Up-Close Parking arrangement.
 - 4.** The employee must return the up-close parking permit to the departmental facility coordinator on or before the expiration date. The Coordinator will initiate action to remove the up-close parking sign.

Application for Up-Close Parking

To Be Completed by the Employee:

Name: _____

Work Location/Department: _____

Work Phone: _____

1. I am requesting an up-close parking space for the following reason: (Please describe need.)

2. The period of time for which I am requesting the up-close parking is from _____ to _____.

3. Please indicate whether request is new or an extension of an existing authorization of an up-close parking space. If this a request for an extension, provide the effective date of the initial authorization.

- New Request Extension of Previous Request

Date of Initial Authorization

4. I have attached supporting written medical verification from my physician for temporary up-close parking.

Employee Signature: _____ Date: _____

To Be Completed by the Department Head:

Approve employee's request for the period of _____.

Deny employee's request.

If the employee's request is denied, please explain the reason for the denial (below).

Department Head Signature: _____ Date: _____