



## EL PASO COUNTY HUMAN RESOURCES DEPARTMENT

### Employee Parking Policy

**Adopted Date: December 18, 2017**

**Revised Date:**

#### **I. Purpose**

The purpose of this policy is to establish and maintain parking provisions for County employees using County parking facilities or lots.

#### **II. Discussion**

This policy applies to all employees including full time, part time, temporary, contract employees, interns, and volunteers operating and/or parking a County or personal vehicle in County parking facilities or on County parking lots. Employees who violate this policy are subject to revocation of parking privileges.

#### **III. Regulations**

- a. Employees are authorized to park their personal vehicles at any County parking facility or parking lot and are subject to any applied parking fees or waiting lists.
- b. Employees are required to abide by any regulations assigned to specific parking facilities or lots including but not limited to hours of operation, traffic control signage, or restrictions.
- c. Employees are restricted to one parking space.
- d. All parts of the vehicle must be parked inside the designated parking space; generally indicated by two white lines.
- e. Motorcycles must be parked in regular vehicle parking spaces or in designated motorcycle parking areas.
- f. County vehicles shall be parked in designated County vehicle parking spaces.

#### **IV. Prohibitions**

- a. Employees in County owned parking areas are prohibited from:
  - i. Exceeding the posted speed limit or driving irresponsibly.
  - ii. Conducting major maintenance or major repairs jobs.
  - iii. Blocking entrances, exits, or walking paths.
  - iv. Parking in areas other than within designated parking spaces.
  - v. Obstructing other parked vehicles or loading/unloading areas.
  - vi. Illegally parking in designated parking spaces.
- b. Vehicles parking in violation of this policy may be immobilized with a wheel boot resulting in a \$25.00 fee for removal or towed at the owner's expense.
- c. Vehicles parked for more than 30 days without movement will be considered abandoned and towed at owner's expense.
- d. Repeat offenses may result in loss of parking privileges.
- e. County is not responsible for safeguarding, assuming care, custody, or control of an employee's vehicle or its contents nor is the County responsible for any theft, vandalism, fire, or damage regarding an employee's vehicle.

## V. Fees

### a. Day Use

- i. Employees are responsible for any fees associated with parking at any County Parking facilities or lots.

### b. Monthly Use

- i. Application/Lease Agreement/Payroll Deduction:

Employees requesting participation in a monthly parking lease will be required to complete and submit to the Human Resources Department a Monthly Parking Application/Lease Agreement and a Payroll Deduction Form. Payroll Deduction is mandatory for employees to obtain employee parking rates. Payroll Deduction will begin on the next available pay period when a parking spot is available and will end when employee is no longer eligible or requests to end payroll deduction.

- ii. Access Cards or Parking Placards

- Parking Access Cards will be assigned to eligible employees for monthly parking at the County Parking Garage.
- Parking Placards will be assigned to eligible employees for monthly parking at County parking lots requiring a fee.
- Parking Access Cards or Parking Placards are the property of the County of El Paso and shall be returned to the County upon termination of the monthly lease agreement and/or payroll deduction.
- Parking Access Cards or Parking Placards may only be used by the designated employee for one vehicle per space. Employees cannot transfer their parking privilege to another person (employee or non-employee).
- Parking Placards shall be displayed on the vehicle's front dashboard or on the rear view mirror for monthly parking at a County parking lot requiring a fee.
- A \$10.00 fee will be assessed by the Auditor's Department (Payroll) for Access Cards or Parking Placards not returned to Human Resources Department upon termination of the lease agreement or to replace a lost card or placard.
- Misuse of the Access Card or Parking Placard may result in immediate deactivation of the card or placard and revocation of parking privileges. Misuse of Access Card or Parking Placard includes but not limited to:
  - a. Using Access Card or Parking Placard to allow entrance or exit of an unauthorized individual or vehicle
  - b. Loaning an Access Card or Parking Placard to an unauthorized individual to enter, exit, or park at a parking facility or lot.
  - c. Using Access Card to park more than one vehicle at a time at the parking facility.

### c. Courtesy Parking

- i. Employees who are Congressional Medal of Honor recipients, Purple Heart recipients, Disabled Veterans, and former Prisoners of War with appropriate designated license plates are exempt from any County Parking fees in accordance with Commissioners Court order on November 15, 2010.

**VI. Interns/Volunteers/Board Members**

Parking for Interns, Volunteers, or Board Members will be conducted in accordance with the County's Parking for Interns, Volunteers, and Board Members policy.