



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Parking for Interns, Volunteers, Board Members and Community Members Receiving a County Resolution

Revised Date: December 10, 2018

El Paso Commissioners Court values the services performed by interns and volunteers to various County departments and boards, as well as those community members who are invited to receive a County resolution. As such, they may set a reasonable allowance for participating departments whose interns, volunteers, board members and community members who are invited to receive a County resolution to utilize paid parking in a County garage while performing County business. This rate is subject to the Court's approval and is subject to change at its discretion.

I. Procedure

Departments which utilize interns/volunteers in accordance with the County's Internship and Volunteer Policy may request the County to pay for their parking at the County garage during the time they perform official County business as required by the department using the process below.

Departments which work with County Boards, committees and County resolutions as authorized by Commissioners Court shall use the same process to authorize parking for those board/committee members who conduct meetings, and community members who receive County resolutions at the County Courthouse.

A. Parking Stamps

1. Participating departments shall request the use of an authorized parking stamp by contacting the County's Human Resources Department. Issuance will only be done once all required paperwork has been completed, and KRONOS accounts are activated for those interns/volunteers.
2. Departments must ensure their interns/volunteers are properly coding their time in the KRONOS timekeeping system. When interns/volunteers complete their authorized shift for the day, the department's assigned staff shall validate the parking ticket and complete the appropriate information required by the stamp.
3. When board/committee, and community members receiving a County resolution complete their authorized County meeting for the day, the department's assigned staff shall validate the parking ticket and complete the appropriate information required by the stamp.
4. Validated parking tickets shall then be submitted to the cashier/attendant at the County garage.
5. Once there is no longer a need for the parking stamp, it is the responsibility of the participating departments to return the authorized parking stamp back to the Human Resources Department.

B. Authorization and Billing

1. The County's Facilities Division will process validated parking tickets on a monthly basis. Invoices will be generated and submitted to each department which authorized the parking.
2. Once departments receive their monthly invoice, the designated staff shall reconcile the invoice to ensure there are no billing errors. (Billing errors can be reported to the County's Facilities Division.)
3. Once the parking invoices have been approved by the department, invoices shall be sent to the

Accounts Payable Division of the County Auditor's Office for payment.

II. Funds and Audits

County departments shall use their discretion with their intern/volunteer program; however, funds for parking are limited and will only be available until they are depleted. Thereafter, paid parking may not be provided.

- A. The County's Internal Audit Division shall conduct random audits on these funds to ensure proper authorization and use.