

### **3354:1-20-03.3 Parking procedure**

- (A) Students, employees, and visitors must observe College parking rules and applicable laws.
- (B) The privilege of maintaining a vehicle on campus may be rescinded at any time if a student, employee or visitor fails to observe this procedure.
- (C) The College is not responsible for losses due to theft or damage to vehicles while parked on College property, including when parking on College property for off-site events.
- (D) Parking Permits.

- (1) All College faculty and staff parking in designated spaces are permit parking only. Employee permits can be obtained once an employee acknowledges the Employee Parking Authorization with a payroll deduction. The College's Campus Enrollment Centers will distribute parking permits to the employee.
- (2) Visitors' parking spaces are available at designated lots across the Campuses. Visitors must check in at the front desks at the District and Jerry Sue Thornton Center.
- (3) Vendors, contractors, temporary employees and consultants must coordinate with their College department to obtain the appropriate permit. Payment may be covered by the department or the responsibility of the individual. Departments can reach out to Campus Services and Business Operations for additional information. The parking permit for an employee provides access to parking lots and garages but not a reserved parking space. Fees paid for permits support lot maintenance, utilities and security.

#### **(E) Fee structure.**

##### **(1) Employees.**

- (a) All employees will be charged the rate based on full time or part time status through a payroll deduction.
  - Full Time Parking Rate
    - (a) \$7.70 per pay period
    - (b) Part Time Parking Rate
      - \$3.85 per pay period
- (b) Parking permits are issued one per employee and are not issued per vehicle owned by the employee.

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- (c) A \$25.00 fee will be charged for replacement permits.
  - If a permit is lost, and not replaced, the individual may be issued a parking citation.
- (d) Employees who choose to opt out of the parking deduction will no longer have access to parking Collegewide. An electronic waiver request, clearly stating the reason for declining parking authorization (e.g., carpooling, use of public transportation, fully online instruction, etc.), must be submitted within 30 days of this acknowledgement. Parking deductions may continue for up to two (2) additional pay cycles following the initial opt-out submission and deductions made prior to the opt-out submission are not eligible for reimbursement. If it is determined that false or misleading information was provided in the waiver request, the employee may forfeit all future parking privileges Collegewide.
- (e) Employment termination: upon voluntary or involuntary employment termination, the employee's supervisor must secure the permit from the employee on the final day of employment. The permit should be sent via campus mail to Campus Services and Business Operations at the District Office.

#### (2) Students.

- (a) No permit is required, but students pay an institutional fee as outlined below:
  - 1-3 credit hours (\$10.00)
  - 4-11 credit hours (\$50.00)
  - 12+ credit hours (\$70.00)
- (b) The fee is designed to provide students with unlimited access to all campuses, recreation facilities, Technology Learning Centers, libraries and campus special events without having to purchase permits.

#### (F) Special events.

- (1) Event organizers must contact a Campus Scheduling Office to reserve parking.
- (2) Costs for special event parking will be charged to the hosting group. Exceptions must be pre-approved by the Campus President's Office.
- (3) Special event parking may be reserved at any time, including weekdays, evenings, and weekends.

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(G) Parking enforcement.

- (1) Campus Police and Security Services enforces the compliance of the College's parking procedures.
- (2) No vehicle is to be left on College property longer than 24 hours. Vehicles are subject to tow at owner's expense thereafter.

(H) Campus Police and Security Services offers motorist assistance via blue phones 24-hours a day for the following emergencies:

- (1) Vehicle lock-out.
- (2) Battery assists.
- (3) Travel directions.
- (4) Fuel assists (gas cannot be provided).
- (5) Help with contacting roadside assistance.
- (6) Escort.

(I) Speed limits.

- (1) Parking lots: 10 mph.
- (2) Roadways: East Campus 15 mph. West Campus 20 mph.

(J) The President or President's designee is hereby directed to take all steps necessary and appropriate for effective implementation of this procedure.

Effective date: October 14, 2025

Prior effective date(s): October 15, 2021; August 7, 2020; July 17, 2018, September 17, 2012, September 9, 2008

Procedure amplifies: 3354:1-20-03