



Employee Parking Policy

Effective Date: September 1981

BOC Amended: 2/1989; 5/1992; 10/1993; 1/1995; 12/2010; 12/2011; 11/2023

Owner	Board of Commissioners (BOC)
Reviewer(s)	Human Resources
Approver(s)	Board of Commissioners (BOC)
Related Policies	N/A
Related Standards	N/A
Storage Location	iCobb
Last Review Date	November 2023
Next Review Date	November 2026
Review Cycle	Every 3 Years

1. PURPOSE

To provide regulations concerning employee parking.

2. SCOPE

This policy affects all employees, interns, and volunteers. For questions regarding this policy, contact Human Resources.

3. POLICY

It is the policy of the County to provide parking facilities, when practical, for the benefit and convenience of its employees, interns, and volunteers.

4. PROCEDURES

A. When appropriate, the County will provide parking for as many employees as practical.

B. Where parking spaces are limited eligibility shall be determined in the following order of priority:

1. Disabled Employees;

Those employees who hold a valid handicapped certification will be eligible for handicapped parking spaces available in any County parking location. If all available handicapped spaces are assigned, the employee will be assigned an available space in a County parking location until a handicapped space becomes available. Holding a handicapped certification does not give an employee priority in parking assignments when he/she has already accepted an available parking space as meeting his/her needs based on this certification. Should the handicapped certification expire, the employee will forfeit assigned parking based on this eligibility;

2. Elected Officials and appointed Judges;

3. The County Manager;

4. Appointed Department Heads;



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5. Full-time Employees:

Assignment priority shall be determined by the employee with the earliest full-time date-of-hire. For employees with the same full-time date-of-hire, priority shall be determined alphabetically by last name;

6. Part-time and/or Temporary Employees:

Assignment priority shall be determined by the employee with the earliest date-of-hire. For employees with the same date-of-hire, priority shall be determined alphabetically by last name;

7. Unpaid Interns; and

8. Volunteers.

C. Employees making requests for parking, if applicable, will be assigned a space and issued an access card in order of their eligibility as stated above.

D. Lost or stolen access ~~key~~ cards will be replaced at a cost of \$20.00 to the employee.

E. County vehicle access in decks/lots with limited parking will be handled as follows:

1. Spaces will be \$25.00 per month;
2. The respective Department's budget will be charged monthly; and
3. County vehicles parked overnight or during the day must park on the top floor of the assigned County deck.

F. An employee terminating employment forfeits the parking privilege on the last day of active employment.

I. Employees are expected to observe the parking rules established. Unauthorized or improperly parked vehicles will be towed away at the owner's expense. The following infractions will result in the loss of the parking privilege for a period of six months:

1. Parking in a space or lot other than the assigned space;
2. Subleasing or exchanging assigned spaces;
3. Allowing someone to park in the employee's assigned space or lot while on leave of absence of 30 days or more unless your space has been subleased through Human Resources to the next eligible employee;
4. Failure to abide by this Policy, rules of safety, as well as posted notices; and
5. Abuse of facility or equipment.

H. Employees use and park in the County parking lots at their own risk and should keep their cars locked while on the lot. The County assumes no responsibility for any damage to, or theft of, any vehicle or



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personal property left in the vehicle on the parking lot.

5. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the County Manager and/or the Board of Commissioners.

6. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies and loss of parking privilege.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	09-1981		Adoption
	02-1989		Revision
	05-1992		Revision
	10-1993		Revision
	01-1995		Revision
	12-2010		Revision
	12-2011		Revision
v.1.0-2020	09-2020		Reformat
v.1.0-2023	11-2023	Human Resources Managers	Revision