



Policy Name	Parking		
Policy #	505	Category	General Administration
Policy Sponsor(s)	Associate Vice-President, Facilities	Previous Revision Date	December 3, 2013
Policy Approved by	President and CEO	Revision Date	October 5, 2017
Procedures Approved by	CFO and Vice-President, Administration	Review Date	See Policy Review Date or as Required

See the related [POLICY](#).

DEFINITIONS

1. Application Date: The date in which an applicant applies for a parking spot using the Parking Application.
2. Base Location: The location where an employee’s primary office or work station is located.
3. Motorized Vehicles: All gas or electric powered modes of transportation that must be registered to operate on public roads and highways.
4. Third Party Tenant: A person or group besides the two primarily involved in a situation (in this case, Saskatchewan Polytechnic employees and students). Examples of a Third Party Tenant include visiting instructors or a students’ association.
5. Event Parking: Pre-planned parking which accommodates special event activities on campus. Examples include career fairs or Co-operative Education events (e.g., representatives from business and industry).

PROCEDURES

General Parking Administration

1. Paid parking is in effect between 6:00 a.m. and 10:00 p.m., seven days a week, excluding statutory holidays. Anyone without a valid hang tag will need to purchase a Pay and Display ticket, have it prominently displayed, and park in the designated area.
2. On-campus parking restrictions are in effect Monday to Friday from 6:00 a.m. to 4:30 p.m. at all Saskatchewan Polytechnic locations. During restricted parking hours, Saskatchewan Polytechnic employees and the general public shall not park in student parking areas, and Saskatchewan Polytechnic students and the general public shall not park in employee parking areas. Outside of these restricted hours, Saskatchewan Polytechnic campus parking areas are open to the staff,

students and general public on a first come, first served basis. Parking restrictions will not be enforced on statutory holidays.

3. Due to landlord requirements, Saskatchewan Polytechnic Administrative Offices parking is restricted to Saskatchewan Polytechnic employees at all times.
4. Emergency vehicles (e.g., ambulance, police, fire, etc.) are exempt from parking charges and will be allowed to park on campus at no cost at any time.
5. Event parking should be arranged with Facilities Management if space is available and the request meets criteria. An event parking application must be completed. Events should benefit students directly, such as:
 - Student information nights
 - Co-operative employer interviews
 - CSI events
 - Stakeholder events
6. The authority to make exceptions to these procedures, in accordance with the guiding principles found in the policy, lies with the facilities manager and the associate vice-president, facilities.

Parking Rates

1. Saskatchewan Polytechnic's parking rates are available on the Saskatchewan Polytechnic website.
2. For Saskatchewan Polytechnic employees to use operating funds to pay for parking, one-up authority is required.
3. Parking issues and rates will be reviewed as required by the Parking Committee and adjusted as necessary. Notification of pricing adjustments will be provided to parking users in a timely manner before implementation.
4. In accordance with Canada Revenue Agency requirements, when the rate paid by an employee is below the local market rate for a parking stall, then the difference between the market rate and the amount paid by the employee is deemed a taxable benefit on the employee's payroll information.
5. Employees who are required to work away from their Base Location will be reimbursed for all reasonable additional parking costs. Employees with a valid parking hang tag will be allowed to park in designated areas at other Saskatchewan Polytechnic campuses at no charge. Employees must ensure hang tag is prominently displayed.

Parking for Persons with Disabilities

1. At each campus, there are a limited number of general use parking stalls available without charge for persons with disabilities. Any person utilizing a disabled parking stall must have either a permanent Saskatchewan Government Insurance or a temporary Saskatchewan Abilities placard.
2. When available, disabled parking stalls may be rented by employees and students with disabilities or those who have a short-term injury. The parking rates payable for disabled parking stalls are in accordance with current employee and student parking rates.
3. Employees or students requiring a short-term, disabled parking stall must produce medical documentation specifying the length of time the disabled parking stall is required.

4. Fees payable for designated disabled parking stalls by employees who do not already have an assigned parking stall, will be pro-rated based on the required time of use. Deductions will be made as per the payroll cycle. Employees who already pay for parking will not be required to pay additional monies for a temporary disabled parking stall.
5. Employees renting a designated disabled parking stall will be issued either a Saskatchewan Polytechnic disabled or temporary disabled parking permit, as appropriate.
6. Disabled parking stalls are issued to a person, not a vehicle.

Allocation and Administration of Available Employee Parking Stalls

1. Parking stalls shall stay with a position. If a new position is created, the incumbent will follow procedures for acquiring a parking stall. If a position is eliminated and a stall becomes vacant, Facilities Management will reallocate the stall.
2. Parking stalls will be allocated by Application Date regardless of position.
3. There should be no movement of parking stalls within an individual lot.
4. A maximum of two parking hang-tags may be given to each parking stall.
5. Employee parking is allocated based on the capacity of available employee parking areas. When maximum capacity has been reached, subsequent applications may be added to a wait list. Parking lot wait lists are maintained for each Saskatchewan Polytechnic location as required.
6. Payment Terms and Conditions - Employee and Third-Party Tenants:
 - a. Employee and Third Party Tenant parking permits are allocated on an annual basis. The fees payable for employee and Third Party Tenant parking stalls are required to be remitted to Saskatchewan Polytechnic as follows:
 - i. Full-time and part-time employees are required to remit their parking fees to Saskatchewan Polytechnic through payroll deduction;
 - ii. Where applicable, employees who only work casual assignments are required to remit their parking fees to Saskatchewan Polytechnic through Finance or using the Pay and Display kiosks.
 - iii. The annual parking fee payable by a Third Party Tenant is required to be remitted in full to Saskatchewan Polytechnic prior to the start of a fiscal year.
 - b. It is an employee or Third Party Tenant's responsibility to ensure their parking fees are paid in full as outlined above. Failure to pay the required fees by the applicable due date may result in parking privileges being revoked and the parking spot being reallocated.
 - c. Parking stalls for the student association are allocated according to the Saskatchewan Polytechnic Student Association Master Agreement. Allocated parking stalls will be assigned on an annual basis and payment in full is required at the start of the academic year.
7. Assigned Parking:
 - a. Parking stalls within assigned parking areas are designated to specific employees with their private vehicle(s) and license plate number(s) linked to the stall. Any change in vehicle or

license plates numbers must be immediately reported to the local Facilities Management office.

- b. Employees allocated an assigned parking stall should be the only ones to park in their designated stall from 6:00 a.m. to 4:30 p.m., Monday to Friday. Parking in another employee's parking stall during these hours, with or without the permission of the employee to whom the stall has been designated, may be considered a violation of this policy.

8. Unassigned (Scramble) Parking Areas:

- a. Parking stalls within unassigned (scramble) parking areas are available on a first-come, first-served basis, to employees who pay for parking. Employees allocated to unassigned parking areas must register their private vehicle(s) and license plate number(s) prior to parking in such areas. Any change in vehicle or license plates numbers must be immediately reported to the local Facilities Management office.
- b. Employees who are eligible to park in an unassigned parking area must ensure their assigned hang-tag is displayed prominently.

9. Except as provided for in point 10 below, assigned and unassigned parking is non-transferable.

10. An employee who has been assigned a designated parking stall and who job-shares may apply to share the assigned parking stall with their other job-share employee. Sharing of designated employee parking stalls must follow the protocols outlined on the facilities management portal. One duplicate parking stall permit will be issued for approved applications. The monthly fee payable to Saskatchewan Polytechnic will be pro-rated between the two employees based on their full-time equivalency status as designated by Human Resources.

11. Employees on an extended leave of absence such as maternity/paternity leave or employees on short-term absences over 90 days in length may apply to temporarily re-assign their assigned parking stall to their temporary replacement. In the event their temporary replacement does not require a parking stall, the parking stall may be temporarily re-assigned to an employee from the waiting list. The employee from the waiting list will continue to maintain their status on the waiting list during this period. Re-assigning designated employee parking stalls is arranged through facilities management.

12. It is the responsibility of employees sharing a parking stall to ensure there is only one vehicle with the same hang-tag on the Saskatchewan Polytechnic location at any given time. Employees are not allowed to park in the visitor's lot at their base location during restricted hours.

13. Employee parking stalls are not to be used for storage of vehicles.

14. Employees on a leave of absence, employees who have had their parking privileges revoked in accordance with the Violations section of this policy, and employees who resign or are terminated, must return their issued hang-tags to Facilities Management.

Allocation and Administration of Available Student Parking Stalls

1. Student parking is unassigned (scramble) and is available on a first-come, first-served basis to the capacity of available student parking lots through a Pay and Display system and metered parking, tag or any combination.
2. Student Pay and Display tickets or hang-tags must be clearly visible at all times while occupying a student parking stall.

3. Student parking stalls are not to be used for storage of vehicles.
4. Monthly and semester hang-tags are available for purchase from the bookstore.

Violations

1. All categories of parking are enforced through parking violation notices or tow-away at the owner's risk and expense. Parking enforcement may also include the impounding of a vehicle.
2. Penalties for parking violations are issued and enforced by the campus city and/or the assigned parking management company.
3. In addition to the restrictions outlined within this policy and procedures, parking violations may also include, but are not limited to: illegally parking in designated loading zones, no parking zones or Saskatchewan Polytechnic compounds; improperly parking in a designated parking stall; blocking or restricting access by another vehicle; improperly displaying a hang-tag or parking permit; fraudulent or misuse of issued parking permits; or failure to pay an issued parking penalty.
4. In addition to any penalty imposed, abuse or repeated reports of abuse of the parking restrictions outlined in this policy may result in immediate withdrawal of assigned parking privileges. Such withdrawal of parking privileges will be at the discretion of the local facilities manager or associate vice-president, facilities management. Severe violations may also be dealt with under the provisions of the Policy Development and Administration policy #506-G.