



## Procedures

Policy Name	<b>Parking</b>		
Policy #	<b>505</b>	Category	<b>General Administration</b>
Policy Sponsor(s)	<b>Associate Vice-President, Facilities</b>	Previous Revision Date	<b>October 5, 2017</b>
Policy Approved by	<b>President and CEO</b>	Revision Date	<b>April 24, 2023</b>
Procedures Approved by	<b>CFO and Vice-President, Administration</b>	Review Date	<b>April 24, 2028</b>

See the related [POLICY](#).

### DEFINITIONS

1. Application Date: The date on which an applicant applies for a parking stall using the Parking Application.
2. Base Location: The location where an employee's primary office or workstation is located.
3. Motorized Vehicles: All gas or electric powered modes of transportation 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.

### 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, a pay and display ticket or arranged parking through the HonkMobile App will need to purchase one of the above and have it prominently displayed.
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 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 employees, 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 always restricted to Saskatchewan Polytechnic employees.

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 can be prearranged with Facilities Management if the event benefits students directly and space is available. Requests must be sent to Facilities Management five business days in advance of the event date.
6. The authority to make exceptions to these procedures, in accordance with the guiding principles found in the policy, lies with the Campus Facilities Manager and the Associate Vice-President, Facilities Management.

### **Parking Rates**

1. Saskatchewan Polytechnic's parking rates are available on the Saskatchewan Polytechnic website.
2. Parking issues and rates will be reviewed and adjusted as necessary. Notification of pricing adjustments will be provided to parking users in a timely manner before implementation.
3. 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.
4. 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 accessible parking stalls for visitors available without charge. Any person utilizing an accessible parking stall must display a valid Accessible Parking Permit issued by the Saskatchewan Abilities Council.
2. When available, accessible parking stalls may be assigned to employees and students for those who have a short-term injury or require accommodation. The parking rates payable for these parking stalls are in accordance with current employee and student parking rates.
3. Employees or students requiring a short-term, accessible parking stall may be asked to produce medical documentation specifying the length of time the accessible parking stall is required. This information will not be retained by Saskatchewan Polytechnic.
4. Fees payable for designated accessible 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 accessible parking stall.
5. Employees renting a designated accessible parking stall will be issued either a Saskatchewan Polytechnic accessible or temporary accessible parking permit, as appropriate.

### **Allocation and Administration of Available Employee Parking Stalls**

1. Employee parking is allocated based on availability. 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.

2. Parking stalls will be allocated by Application Date regardless of position.
3. There shall 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. 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 contract assignments are required to remit their parking fees to Saskatchewan Polytechnic through Finance or the HonkMobile App or Pay and Display system or any combination.
    - 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.
6. 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 Facilities Management.
  - 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.
  - c. Employees allocated an assigned parking stall must ensure their assigned hang tag is prominently displayed.
7. 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.
  - b. Employees allocated to unassigned parking areas must register their private vehicle(s) and license plate number(s) at time of application. Any change in vehicle or license plates numbers must be immediately reported to Facilities Management.

- c. Employees who are eligible to park in an unassigned parking area must ensure their assigned hang tag is prominently displayed.
8. Except as provided for in point 9 below, assigned and unassigned parking is non-transferable.
9. 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 partner. 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.
10. 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 reassigned 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.
11. 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 visitors' lot at their base location during restricted hours.
12. Employee parking stalls are not to be used for storage of vehicles.
13. 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. Failure to return the assigned hang tag will result in a fee being assessed.

### **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 the HonkMobile App or Pay and Display system or any combination.
2. Student Pay and Display tickets must be always clearly visible while occupying a student parking stall.
3. Student parking stalls are not to be used for storage of vehicles.
4. Weekly and monthly parking is available for purchase through the HonkMobile App.

### **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 a withdrawal of parking privileges will be at the discretion of Facilities Management. Severe violations may also be dealt with under the provisions of the Policy Development and Administration policy #506-G.