

**I. PURPOSE**

- a. This section outlines the policy and procedures for payment of parking fees at the University of California, Davis, Health System (UCDHS) in accordance with Policy and Procedure Manual (PPM) 360 05, Parking Regulations, and UC Davis Traffic and Parking Code.
- b. This section also describes the policies and procedures associated with the rate approval and review process for parking services fee increases. It outlines the procedure regarding the establishment of parking fee rates or services supplied by the Parking and Transportation Services department to University and/or non-University clientele.

**II. SETTING**

Health System

**III. POLICY**

- a. All faculty and career staff personnel employed at 50% or greater who desire parking permits may purchase employee parking permits by payroll deduction or cash payments ("cash" includes checks and credit card recordings). Certain permits are available to students, visitors, vendors, employees who are employed 49% or less, per diem and limited appointment employees on a cash basis.
- b. All parking permit fees are payable in advance for payroll deducted permits or at the time of sale. Fee schedules for parking permits are available in the Parking Services Office, and on the Parking Services website.
- c. The following rate policies have been developed in accordance with University policy in order to obtain sufficient revenue to cover operating costs and improvements to parking areas:
  1. Disabled staff and student--payroll deducted or temporary, B, C or daily permit required.
  2. Volunteer--Clinical Faculty - annual permit paid by permit holder or recharged to host department.
  3. Career employees - annual B, C, D or carpool permits purchased by cash or payroll deduction.
  4. Limited appointment employees--Temporary B or C permits purchased by cash check or credit card.
  5. Patients, visitors, vendors, service representatives, per diem employees or contractors--can purchase on a cash basis daily parking permits. Per Diem employees are also eligible to purchase

Temporary B or C permits. Daily parking permits are available in Lots 14, 16, 18 and 25.

6. Hospital volunteers-- can obtain quarterly volunteer permits from Volunteer Services and/or applicable departments on a recharge basis.
7. Students--can purchase a daily, annual or temporary monthly C permit by cash or credit card.

#### **IV. PROCEDURE/RESPONSIBILITY**

##### a. Payroll Deduction Plan

1. Employees wishing to purchase permits through payroll deduction must submit a Payroll Deduction Authorization form to the Parking and Transportation Services Office along with advanced payment of one month of parking fees. Advanced payment is applied to payroll deduction schedule and used to determine the first payroll deduction date.
2. To cancel payroll deductions, the employee must submit a completed Payroll Deduction Cancellation form to the Parking Services Office along with all current active associated permits (ex. access cards, Notice of Virtual Permit). If the active permit is not available at the time of cancellation, cancellation is detained until active permit is returned. If permit is lost during cancellation process, employee should sign an Affidavit of Permit Status form. The permit number will be placed on the departments "hot sheet" of invalid permits and enforcement will treat any further usage of this permit as an illegal use.
3. It is the responsibility of the employee to submit a Payroll Deduction Cancellation during leaves of absence, when an annual permit is not renewed or when leaving employment with the University. Payment of fees will continue to accrue until a cancellation form is submitted and the permit is returned to the Parking Services Office.

##### b. Cash Purchases

Fees shall accompany applications for annual parking permits submitted to the Parking Services Office. Checks must be for the exact amount and must be made payable to "The Regents of the University of California" or "UC Regents."

##### c. Replacements and Exchanges

The replacement or exchange fee for lost or stolen permits is based on current fee schedule.

d. Refunds

1. Refunds for permits purchased with cash will be in accordance with the Parking Fee Rate Schedule. Refunds will be disbursed by University check payable only to the purchaser of record, who must first return his/her permit. If permit is reported lost or stolen, permit holder must submit a signed Affidavit of Permit Status to the Parking Services Office. The permit number will be placed on the departments "hot sheet" of invalid permits and enforcement will treat any further usage of this permit as an illegal use.
2. Refunds for payroll deducted permits will be made in accordance with established schedule for both Bi-weekly and Monthly paid employees. No refund will be made for any portion of the month in which the cancellation of payroll deduction is filed. Refunds will be issued on any fees that continue after the calendar month of the cancellation date. Permits purchased for the full year will be refunded for any portion that is unused at the time of cancellation.
3. When parking privileges are revoked for disciplinary reasons, refunds may be withheld.
4. There are no refunds for temporary permits purchased for one month. Refunds will be made on temporary permits that have been purchased for two or more months for the remaining unused calendar months.

e. Permit Rate Approval and Review

1. University policy requires that parking Services establish parking fees sufficient enough to recover costs and debt service. Rates must be based on authorized, established prices or a standard pricing method uniformly applied. Refer to UC Davis PPM 340-15.
2. Parking rates are analyzed annually by:
  - Considering prior year and cumulative surpluses or deficits.
  - Making every attempt to streamline and reduce expenses to avoid rate increases.
  - Reviewing the significance of the cost increase in the activity's total budget.
  - Considering the predominant type of customers paying for the goods and services.
3. When rates must be adjusted, the Parking Services Office submits the proposed new rates to the following:

- The Parking Advisory Committee for review and recommendation for approval or disapproval to the Chief Executive Officer (CEO) Cabinet . This committee consists of representatives from hospital clinics, Hospital Administration, Residency program, Finance, Planning, Employee & Labor Relations, Patient Care Services, Professional Safety & Hospitality, Parking Services and the School of Medicine.
- The Parking Advisory Committee reviews the proposed rate increases and submits a recommendation to the office of the Chief Operating Officer (COO) for approval.
- The office of the COO submits a final recommendation for approval of increased rates to the CEO Cabinet for approval