

Administrative Policy

Sault Area Hospital

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| SUBJECT: | PARKING | NUMBER: | 5.3 |
| APPLIES TO: | All Staff | NEW/REVISED: | Revised |
| AUTHORIZED BY: | Chief Operating Officer | REPLACES: | November 2013 |
| CATEGORY: | Security & Environmental Services | APPROVAL DATE: | January 26, 2016 |
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POLICY

Parking at the Sault Area Hospital will be offered on a fee basis to all who wish to park on the premises, with the exception of volunteers and Board members.

Terms and Conditions

All users of the parking facilities must comply with the terms and conditions posted within the parking lots and within this policy:

- Parking access is for the exclusive use of the designated individual.
- Full-time and regular scheduled part-time employees who wish to obtain a parking card agree to payroll deductions each pay.
- Physicians who wish to obtain a parking card must pay the annual fee in advance.
- Contractors and families who wish to purchase parking cards will pay in person at the Cashier's Office by credit card or cash for a minimum period of 30 days. Credit cards will be billed monthly from the date of acquisition until the parking card is returned. A \$20 deposit is required for payment by cash, which will be reimbursed upon return of parking card by the expiry date. If the card is returned past the expiry date, the cardholder will be charged for the additional month(s).
- Proportional reimbursements will not be issued.
- A \$20 fee will apply for lost cards. Broken cards will be replaced at no charge.
- Staff shall respect patient and visitor parking and will be ticketed if they park in these areas between 0700 and 1700 hours.
- Failure to comply with parking policy, terms and conditions is subject to progressive discipline and/or loss of parking privileges.
- Handicap parking will be permitted by appropriate permit only.
- Sault Area Hospital is not responsible for any damages incurred to vehicles while parked on Hospital property.

PROCEDURE

1.0 Parking Card Issuance and Rates

1.1 Hospital Staff

- Parking cards (ID badges) are issued by Security Services and distributed by Human Resources.
- Arrangements for payroll deduction for parking cards must be made by completing a Parking Card Application Form and submitting it to Human Resources.
- The following fees shall apply to staff who wish to obtain a parking card, payable through payroll deduction:

- Full-time Staff \$800/year
- Part-time Staff \$520/year

1.2 Medical Staff , Locums and Students

- Parking cards (ID badges) are issued by Security Services and distributed by Human Resources.
- Payment must be made to the Cashier's Office in March for a one-year period (April 1-March 31).
- The parking card rate is \$800/year and will be prorated for physicians if the card is purchased after April 1.
- Students will pay the part time rate of \$43.33/month or \$520/year

1.3 Board Members

Board members are entitled to free parking and can obtain a parking card at the Office of the CEO.

1.4 Volunteers

Volunteers are entitled to free parking, which includes only individuals who are part of the SAH Volunteer Program. The Coordinator of Volunteer Services will authorize the issuance of parking cards in accordance with scheduled volunteer activities. Volunteers may retrieve parking/ID cards from Security Services.

1.5 Contractors

- Parking cards are available to contractors for \$66.67/month and must be purchased in advance in monthly increments at the Cashier's Office. A Parking Card Application Form must be completed. Parking cards (ID badges) are issued by Security Services.
- Payment shall be made by major credit card (VISA, Mastercard). The cardholder will be billed monthly until the card is returned.
- If payment is by cash, a \$20 deposit is required, which will be reimbursed upon return of parking card at the agreed upon expiry date. If the card is returned past the expiry date, the cardholder will be charged for the additional month(s).

1.6 All Others

- The standard parking rate is \$6 per exit.
- Discounted parking rates are also available on a limited basis to patients and family members who wish to purchase parking cards. In such cases:
 - Parking cards may be purchased on a monthly basis at a rate of \$66.67/month.
 - Payment must be made in advance at the Cashier's Office and a Parking Card Application Form must be completed (Appendix 1).
 - Payment shall be made by major credit card (VISA, Mastercard). The cardholder will be billed monthly until the card is returned.
 - If payment is by cash, a \$20 deposit is required, which will be reimbursed upon return of parking card at the agreed upon expiry date. If the card is returned past the expiry date, the cardholder will be charged for the additional month(s).
 - Nursing students will pay the part time rate of \$43.33/month

2.0 **Lost, Damaged and Returned Cards**

- 2.1 Parking cards remain the property of the Sault Area Hospital and must be returned to Security Services upon termination of employment or to Accounts Receivable, as applicable.

2.2 A replacement fee of \$20 will be charged for lost cards. This fee will be paid by Hospital staff through payroll deduction or to the Cashier's Office by all other individuals who require a replacement card.

2.3 Damaged cards will be replaced at no charge.

3.0 Monitoring & Compliance

3.1 Access to handicapped spaces will be monitored on an ongoing basis. If it is determined that there is a demonstrated need for additional spaces then adjustments to the number of spaces will be implemented.

3.2 Parking of vehicles is only allowed in lots and designated areas. Vehicles are not allowed to park along the roadways on the property. Vehicles parked in unauthorized areas will be ticketed and will be towed at the discretion of Hospital Security.

3.3 Vehicles that are parked in metered areas that have exceeded the allowable time will be ticketed.

4.0 Token Usage

4.1 Tokens must be used on a minimal basis. Tokens may only be used when a free service is provided that benefits the Hospital e.g. community member input for hospital planning.

4.2 Managers must authorize requests for tokens, which are available at the Cashier's Office – refer to attached Parking Token Request Form. A \$6 charge will be applied per token to the respective cost centre.

RELATED FORMS

1. Parking Card Application
2. Request for Parking Tokens