

## Employee Parking Policy Purpose

The University of California Office of the President (UCOP) is committed to providing and developing quality services, facilities and programs to meet the parking needs and expectations of our staff and to ensure a safe parking process and environment. This document details the processes, policies and procedures that car and motorcycle parking program participants agree to follow in the "[UCOP Parking Participant Contract](#)". It is the responsibility of the employee to self-manage their parking and commuter benefits. If the employee notices a discrepancy in their payroll deduction related to parking, they should [contact Commuter Services](#) as soon as possible.

### 1. UCOP Managed Parking Garages

The UCOP parking program is managed by Work Management Center (WMC) within the Business Administrative Services Center. There are three locations UCOP manages or has partnerships with:

1. Franklin Street Garage, 11<sup>th</sup> and Franklin Streets, Oakland
2. UC Path Center, 14350 Meridian Pkwy, Riverside
3. UCDC, 1608 Rhode Island Ave, NW, Washington DC

### 2. Enrollment Form and UCOP Parking Participant Contract

All Oakland-based UCOP employees who wish to park in UCOP managed garages, must enroll with the Work Management Center (WMC) through [the online enrollment form](#). You will be required to share your employee ID to enroll in the parking program. If you are a new UCOP employee, you will need to confirm your active employee ID assigned by UC Path. You will also need to complete the [UCOP Parking Participant Contract](#) with [an electronic signature](#) and attach it to the online enrollment form where requested. The contract outlines parking program location and plan options, current parking rates (subject to change with 90-day notice), and applicable program policies and procedures. **The WMC must approve the participant's selected parking plan for the contract to go into effect.**

Employees should verify that the information in their enrollment form matches the information in their parking contract to avoid process delays. The employee will receive an email confirming their parking plan and location for their records. WMC will connect with the employee if any follow-up is necessary.

All permanent full time and contract UCOP employees based in Oakland, whether on a monthly or a daily plan, should be able to select the Franklin Garage as their designated parking location. Rehired retirees, part time employees, and TOPS may have access to parking at the Franklin Garage based on space is availability. Based on data collected of anticipated parking, WMC does not expect space to be a limiting factor for eligible full time employees. However, should garage capacity reach its maximum, WMC may need to prioritize permanent full time and contract UCOP employees over others under different employment contracts.

### 3. Payment for Parking

#### **Pre-tax Commuter Benefits**

Eligible employees can take advantage of Pre-tax Commuter Benefits when they enroll in the UCOP parking program. Eligibility is determined based on whether an employee is a permanent career or contract employee. The Pre-Tax Commuter Benefits Program enables parking or other commute-related payments to be made on income that has not yet been taxed, resulting in savings for the employee. Parkers who select a daily parking plan indicate the number of parking days they would like to pay for each month through deductions from their paycheck. UCOP will not accept other forms of payment (such as personal credit cards or checks) due to data security considerations.

For parkers who select a monthly UCOP parking plan, pre-tax parking payments are automatically deducted from participants' paychecks. Unless otherwise advised, parking rates have been set so that monthly parking is more economical than daily parking if the employee routinely comes on-site three or more days per week during a given month. Current parking rates are cited in the [UCOP Parking Participant Contract](#). Monthly parking rates are subject to change and impacted employees will receive a 90-day notice.

#### Automatic Payroll Deductions

Paycheck deduction amount for the daily parking plan will be based on the number of days an employee indicates they will park within a parking month (beginning on the first of a month through the end of that month). IT IS IMPORTANT TO NOTE, WMC will not process refunds. There are federal regulations in place that disallows refunds in most cases. More information governing pretax transportation benefits can be found at the [Internal Revenue Service website](#). UCOP is not responsible for advising on how the pretax commuter benefits program affects an individual employee's taxes. It is the responsibility of the employee to ensure that they understand the federal regulations that govern pre-tax commuter benefits and how these affect their participation in the program and personal taxes.

***A month of parking at UCOP begins on the first of a given month and ends on the last day of that month.***

#### *Monthly Parkers*

Staff enrolled in a monthly parking plan should expect to be charged for a full month if parking access begins early in the starting month. WMC does not do prorated parking deductions. Parking deductions are billed monthly and deducted automatically each month. Depending on when your parking access start date is, your first deduction could include charges for two months of parking.

#### *Daily Parkers*

To better accommodate staff who may choose to drive in occasionally or will be working more remotely than in the office, UCOP has a daily parking plan in place for the UCOP Franklin Garage. Employees who do not wish to participate in the pre-tax commuter benefits program should request paycheck deductions to be processed post-tax on their Parking Participant Contract.

*Instructions and Information on the Process Governing Automatic Deductions*

**It is the responsibility of the employee to inform WMC at least two weeks in advance of when they would like their parking access to end**, typically due to their separation from UCOP or a transfer to another UC location. WMC cannot accommodate requests for short-term temporary pauses in access, such as for vacation.

WMC will inform employees via email when their first deduction(s) are expected to take place through the enrollment process. The employee should keep this enrollment confirmation email for their records. It is the responsibility of the employee to keep track of the number of parking days they have available, monitor paycheck deductions and communicate discrepancies identified to [Commuter Services](#) in a timely manner. Available parking days will rollover month to month for the current year and reset at the start of the new year (January 1).

UCPath processes UCOP paychecks, including any applicable pretax deductions, according to a schedule of deadlines that varies from month to month. There are specific deadlines associated with employees on the monthly pay cycle and on the biweekly pay cycle. Deductions will occur in line with this schedule and will differ dependent on which pay cycle the employee is on (monthly or biweekly).

Information governing pretax transportation benefits can be found at the [Internal Revenue Service website](#). UCOP is not responsible for advising on how the pretax commuter benefits program affects an individual employee's taxes. It is the responsibility of the employee to ensure that they understand the federal regulations that govern pre-tax commuter benefits and how these affect their participation in the program and personal taxes.

**Exempt employees (paid monthly)**

Exempt employees who are paid once monthly should see their paycheck posted in their bank account early each month, typically on the first, barring weekends and holidays. Each paycheck reflects the employee's past month of work. It is important to note that, depending on when WMC submits an employee's first parking deduction, it could reflect two months of parking, both the starting month and the subsequent month.

**Non-exempt employees (paid bi-weekly)**

Non-exempt employees who are paid biweekly should typically see these paychecks posted in their bank account early in the month or mid-month (B1 and B2). Note that parking deductions will be split across the first two biweekly paychecks. Occasionally, there is a third paycheck posted in a month (B3), but no parking deductions occur in this paycheck. These paychecks reflect roughly two weeks of work in the past month or two weeks overlapping into the current month. Similar to those paid monthly based on the processing time of your confirmed enrollment and eligibility, two months of parking charges could be split across two paychecks in a single month.

#### 4. Parking Refunds

As a standard policy, refunds will not be issued and parking will not be prorated once the parking month has begun (1<sup>st</sup> of the month). Parking access granted early in the month will be considered a full month of parking. IT IS IMPORTANT TO NOTE, WMC will not process refunds. There is federal regulation in place that disallows refunds in most cases.

#### 5. Termination of Parking Plan

If an employee is terminating employment with UCOP or transferring to another campus, it is the responsibility of the employee to contact WMC at [building.services@ucop.edu](mailto:building.services@ucop.edu) at least two weeks in advance (under usual circumstances) to confirm in writing their separation date and to submit a date when they would like parking access to stop. Once the separating employee contacts WMC in writing to terminate parking agreement, WMC can create a transaction to stop the payroll deduction and the parking access card will be turned off at the appropriate time. WMC will inform employee via email of when final deductions should be expected. Similar to when an employee's parking plan begins and dependent on timing, employees could incur two months of charges in their final month of deductions based on when parking access ends and when WMC submits the request to UCPath.

#### 6. Conditions for Use of Parking at UCOP Managed Lots

It is important that employees follow UCOP's parking lot rules in order to keep our parking lots accessible, safe, and clean for our UCOP community. We expect that our employees will respect our parking lot and treat it with the same care that they would any other space in our buildings. As part of their contractual agreement, parking participants are responsible for the following:

- Maintaining a current UCOP Parking Participant Contract and submitting electronically signed copy to WMC (e.g., make/model or license plate, or switch from parking a motorcycle to parking a car)
- Maintaining a current registration and insurance for vehicles parking in UCOP managed garages
- Securing their parking access card and reporting a lost or stolen parking access card immediately (Note: first lost access card replaced at no charge; subsequent access card replacement will cost \$10/access card)
- Parking is not allowed in Reserved, Visitor, or within No Parking Zones
- Parking Participants may only park in Handicapped spaces if registered through the enrollment tool and have the proper placard and/or authorization from UCOP visible in window
- Parking access card must be used in entrance/exit sequence. Failure to execute this sequence may cause access lockout, preventing Parking Participant from entering or leaving the garage or lot
- Overnight parking shall not be permitted except in unusual circumstances or with approved business justification from your manager and WMC
- Parking permit allows for one vehicle at a time per day
- A motorcycle Parking Participant is not allowed to park an automobile at any time
- Parking in a single designated space (not impeding or crossing striped line). Vehicles occupying more than one space may be subject to additional fees

- Electric automobile charging stations will be available on a first come – first serve basis. Follow the manufacturer’s instructions for properly charging electric automobiles
- Any accident occurring in the garage involving damage to vehicles or personal injury should be reported to the Police (911) and Building Administrative Services Center (510- 987-0600)
- UCOP reserves the right to close the garage or lot for repairs and maintenance. At such time, UCOP shall seek to minimize any inconvenience to Parking Participants
- Parking Participant must abide by all state vehicle codes, these parking rules and regulations, and posted signs within the parking garages and lots. Violations may result in UCOP revoking Parking Participant’s parking access without any refund and/or Parking Participant being responsible for additional fees.

Employees shall not:

- Share parking access card
- Park a car where only motorcycle authority has been given
- “Piggy-back” or go through the toll gate if the arm has not gone back down from previous exiting vehicle
- Leave valuables in car
- Speed (< 5 mph) or drive recklessly on garage premises
- Litter
- Misuse parking privileges which can result in loss of parking permit

Please help keep the garages and UCOP community safe by reporting any suspicious or inappropriate behavior immediately to Building Administrative Service Center, email [building.services@ucop.edu](mailto:building.services@ucop.edu) or call (510) 987-0600.

UCOP reserves the right to change these rules and regulations, with notice to Parking Participant.

#### [UCOP Managed Parking Garages Disclaimer](#)

The Office of the President, its directors, staff or employees are not responsible for theft, damage, loss of vehicles or items contained within the vehicle while parked in garages listed in section 1 “UCOP Managed Parking Garages.” Damage or theft to any vehicle is the sole responsibility of the vehicle’s owner.