

Parking Policy



1. POLICY

- In accordance with this policy, XYZ Co. has access to limited parking spaces adjacent to its premises.
- Closest to the front doors of XYZ Co. there are parking spaces that are reserved for visitors and clients. These are not to be used by employees and are clearly marked as “Visitor” spaces. In addition, one or more of the designated “Visitors” spaces will be marked as parking for visitors with a disability parking permit.
- There are employees who are required to use their vehicles to perform their duties in a regular basis. There are also employees who require accommodation due to a disability. In these two latter situations, XYZ Co. will allocate reserved spaces. The [**General Manager**] has the sole discretion to reserve any other parking space.
- The company will reimburse an employee for reasonable parking expenses associated with business travel in accordance with the policy related to Business Travel Expenses (HR 2.21.BC) if an employee is required to use his or her personal vehicle for business purposes.
- Even for short periods of time, employees are strictly prohibited from parking in a visitor reserved space. An employee may be subjected to disciplinary action up to and including termination for failure to obey this rule.
- Employees on a first time or first-serve basis may use unreserved parking spaces.
- Even if no parking is available in XYZ’s Co parking lot, employees are responsible for getting themselves to work on time.
- As often as possible, employees are encouraged to use public transit or car pooling rather than the use of their vehicle. XYZ Co. will provide space on notice boards and workplace internet to permit employees to facilitate car-pooling.
- XYZ Co. is not responsible for theft, loss or damage to employee or visitor property left in the parking lot, no matter how caused. Employees and visitors who use XYZ Co. parking resources do so at their own risk.

2. PURPOSE

- The purpose of this policy is a two-fold test as follows:
- provide clear criteria for the fair administration of XYZ Co. parking resources; and

- encourage employees to find other means of commuting to work other than driving alone to the workplace.

3. SCOPE

- This policy applies to all employees and visitors to XYZ Co.

4. RESPONSIBILITY

- The responsibilities of the Manager are as follows:
- to determine the number and location of visitors' parking spaces, disability parking spaces and reserved parking spaces in XYZ Co's parking lot, and for providing adequate signage to identify such spaces; and
- to maintain the parking lot by snow and ice removal operations and provide proper lighting and surface repair of the parking lot.
- The **[Human Resources Department]** has the following responsibilities:
- allocate to those employees specific reserved spaces who qualify due to their job duties, disability or specific approval by the **[General Manager]**;
- designate space on XYZ Co. notice boards and the internet, and publish the existence of such space to all employees to enable employees to communicate to establish carpooling groups; and
- to keep proper records that may apply to those employees who have taxable parking benefit and to ensure that such benefit is included on the employee's T4 statement.
- Employees have the responsibility to park in their designated parking space whether allocated reserve parking, or parking spaces designated for general employee parking.
- Any maintenance issues relating to parking lot that concerns or comes to the attention of an employee must be reported to the **[General Manager]**

5. DEFINITIONS

- **"Occasional basis"** means less than **[three (3) times]** per week

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.21.BC – Business Travel Expenses

7. PROCEDURE

- The **[General Manager]** in consultation with the **[Human Resources Department]** will assess all available parking resources and will designate the number and location of spaces to be allocated for Visitor, Accessible, Reserved and general use. Visitor, Accessible, and Reserved parking spaces will be signed appropriately.
- the **[General Manager]** will designate and place a reserved sign at least parking space in which to park the vehicle, whenever an employee's job duties require the employee to use a vehicle on a regular basis.
- applications must be made to the **[Human Resources Department]** for the allocation

of a reserved parking lot for those employees who are entitled to apply for a reserved parking space.

- the location of the reserved parking space is determined by the [General Manager]. This allocation is final until further amended by the [General Manager]. Parking lot spaces must accept the spaces so assigned to them.
- any changes in reserved spaces will be facilitated through notification in writing to employees.
- an employee will not be entitled to a reserved space if an employee is not longer required to use his or her vehicle on a daily basis for job-related duties.
- XYZ Co. provides employee assigned parking spaces at its sole discretion and is not provide parking spaces on an indefinite basis.

8. ATTACHMENTS

Attachment A – Reserved Parking Space Request Form

ATTACHMENT A

RESERVED PARKING SPACE REQUEST FORM

Date:

Employee Name: Job Title: Department: Extension: Model:

Car Year and Make:

License Plate:

_____ Please briefly why you require a reserved parking space:

Employee Signature:

For HR Use only:

Approved

approved Not

Space Assignment:

Date

Approved:

Approved By: