Administrative Manual				
	UNC HEALTH CARE	Policy Name	Hospital Parking Advisory Committee (HPAC)	
		Policy Number		
		Date this Version Effective	November 2012	
		Responsible for Content	Parking Department	

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I. Description

Describes purpose and establishes the committee charge of the Hospital Parking Advisory Committee (HPAC)

II. Rationale

The purpose of this policy is to provide a framework for allocating parking resources to the most appropriate and efficient use by patients, families, and hospital employees. Parking for patients, visitors and staff is an extremely important asset to the UNC Health Care system. Competition for patients and staff members dictates parking resources is judiciously distributed. With this in mind, the following procedures have been established to manage the parking process.

III. HPAC Charge

A Hospital Parking Advisory Committee, consisting of a minimum of five members is appointed by the Senior VP of Professional and Support Services to advise administration on policies and procedures recommended for administration of the Hospitals' Parking & Transportation Systems. This Committee includes representatives of the Hospitals concerned with transportation and parking. The HPAC will include representatives from at least the following departments: Nursing, Employee Relations, UNC P&A, an Off Campus Representative, and a minimum of two departmental parking coordinators.

The following responsibilities are assigned to the Committee:

A. Evaluate and recommend Hospital issues to be brought forward to the University Advisory Committee on Transportation:

- Changes in campus parking and transportation regulations
- Changes in parking zone assignments
- Location of new parking facilities
- Safety Considerations
- Evening and special event, and visitor parking
- Handicapped parking and transportation needs
- Transportation amenities, such as bus shelters and benches
- Car-pooling, bicycling and other transit modes
- Bus service

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- B. Evaluate and recommend substantive changes in hospital parking and transportation procedures.
- C. Review and recommend procedures for parking permit allocation, distribution and administration.

Each year the HPAC will review available allocations and make recommendations for modification to the parking allocation shown in the appendix. The Senior Vice President for Professional and Support Services will direct appropriate modifications to the appendix for implementation by the Parking Office. The most current version of the appendix will be posted on the UNC Hospitals Parking web site and provided to the University Parking Office.

Appendix

Full Time and Part-Time Employees who wish to apply for on-campus parking or off campus pay permits must login to the hospitals parking Registration Software online. This is an automated system created by Information Services Division and managed by the Hospital Parking Department. The University owns and operates the parking lots used by UNC Health Care's patients, visitors and employees. Each year, the University allocates parking spaces to UNC Health Care employees based upon preexisting agreements and availability. These spaces are primarily allocated based on shift worked, years of service, work location and critical recruitment status. Employees who do not receive parking spaces are placed on a waitlist, which is organized based shift worked, work location, and years of State service.

- 1. Criteria The criteria for issuance of permits to Permanent Full-Time and Permanent Part-Time Employees are Total State Service, the employees' primary working hours, and the employees work location.
- 2. Exceptions Permanent Employees working only evenings, nights and weekends, and off campus locations are not affected by this allocation methodology. Day/evening rotators are employees working both 7:30am 3:30pm and 3:00pm 11:30pm time periods. Night employees work between the hours of 5:00pm and 9:30am. These employees will apply for parking for predetermined permitted areas not affected by the allocation of the day shift permits.
- 3. Employees scheduled to work between the hours of 7:00am and 6:00pm that do not have an Evening Rotation will be prioritized based on their Total State Service.
- 4. Wait List Wait lists for each lot will be established and permits distributed based upon work schedule and total state service.
- 5. Critical recruitment Disciplines critical recruitment disciplines will be provided on-campus parking (S11, CD, PD, S6, BG, S1, FG, N1). Each year the Health Care System Parking Advisory Committee (HPAC) shall evaluate and recommend approved classifications for on-campus parking consideration. Disciplines approved for special consideration are:
 - a. Hospital Vice Presidents (VP) and Associate Vice Presidents (AVP) may receive a BG, PD, S1, JD, or ALG permit. In situations where a requested permit is unavailable, VPs & AVPs will be placed on the waitlist for the next available permit in the requested lot.
 - b. Department Directors and Inpatient Nurse Managers with 24 hour responsibilities are prioritized Craige Deck or closer based on seniority.
 - c. Graduate Medical Education Returning Residents (House Staff) are prioritized Craige Deck or closer based on seniority.

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- d. Incoming/First Year Graduate Medical Education Residents (House Staff) are prioritized for S11 or closer based on seniority.
- e. CRNAs and Nurse Practitioners/Pas are prioritized for S11 or closer based on seniority.
- f. All Licensed inpatient Nurses working inpatient care units and Full-Time permanent Pharmacist are prioritized S11 or closer based on seniority.
- g. VPs with offices located off-campus can be assigned a permit for their area up to all gated (re: R8/ALG) offsite Directors and managers coming to the hospitals may be provided a coupon by their department to park in the Rams Head Deck or other available permit or transit.
- h. School of Medicine (SOM) hired employees with dual positions are reviewed by Executive Staff members and assigned available parking on a case by case basis as negotiated with the SOM.
- i. Employees other than those mentioned above may be allocated an on-campus permit outside of the waiting list by submitting a Special Circumstance Parking Form for approval to the HPAC. These forms are available online or in the Parking Department.
- j. Returning retired staff members may be sold a non-payroll on-campus permit per availability if approved by the area VP and the Senior VP for Professional and Support Services.
- 6. Contract Employees contract employees must pay in advance of receiving a parking permit. Previously grandfathered contract employees will be prioritized for their previous years permit determined by individual contract. Hospital School staff members will be given credit for total state service and qualify for on campus parking permits based upon TSSD. Contract employees hired after 6/1/03 will be provided parking within the free park and ride system.
- 7. Travelers, Per Diem, or Contracted Clinical Personnel Travelers, Per Diem, or Contracted Clinical personnel will be provided parking within the free park and ride. A temp S11 permit can be purchased from the Hospital Parking Office based on availability for shifts of 3:00pm 11:00pm.
- 8. Leave of Absence Employees on a Leave of Absence (LOA) anticipated to be greater than two pay periods must return their permit to the Hospital Parking Office prior to the LOA. Upon returning to work, employees will receive priority placement based on TSSD. Parking fees will continue to be deducted from the employees pay check if the permit is not returned.
- 9. Clearance Procedures It is the responsibility of the employee to return their parking permits or bus passes to the Hospital Parking Office. Employees may obtain a temporary permit one-week prior to termination of employment. A \$50 administration replacement fee will be deducted from the employees' last paycheck for permits not turned into the parking office. Employees that fail to return their bus pass purchased by the Hospital may be charged for the balance of the bus pass.
- 10. Per-Diem and Temporary Staff are not eligible for on-campus parking permits. Employees in these categories that would like parking privileges must submit a Park & Ride Permit request online via the Department of Public Safety website.
- 11. Special Circumstances Persons with special circumstances may be issued on campus parking by submitting a request form through their department manager to the VP. The VP will review the request and forward it to the Parking Manager for consideration by the Health Care System

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- Parking Advisory Committee (HPAC). The HPAC will evaluate each application on its own merit.
- 12. Publication of the Parking Allocation Policy this policy will be provided to the University Public Safety Department, the Health Care System Parking Coordinators and will be posted on the Hospital Parking and Transportation website.

Allocation Chart 2012

http://www.unchealthcare.org/site/transportation/employeepermitinfo/2012chart/view

Priority chart by location 2012

http://www.unchealthcare.org/site/transportation/employeepermitinfo/prioritychartloc/view

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