



Section Name: Employee Relations Effective Date: July 1, 2013
Section Number: 400 Date of Revision:
Policy Number: 22
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Subject: City Employee Parking Space Allocation and Assignment

1. Purpose. The purpose of this policy is to establish the procedures for the allocation and assignment of employee parking permits (hang tags) and for the permissible use of the City's parking lot, which is located on the corner of First and Scott Street; herein after referred to as the "employee parking lot".
2. Statement of Policy. The City requires that all motor vehicles, personally owned and operated by its employees which are permitted to be parked in the employee parking lot, shall be registered with the Human Resources Department. This registration is necessary to obtain a parking permit (hang tag).

2.1 PARKING PROCEDURES.

The following information will be needed to receive a parking permit (hang tag):

1. Employee Picture ID.
2. Vehicle plate number and the make and model of the employee's personal vehicle(s).

2.2 PARKING PRIVILEGES.

- a) Parking in the employee parking lot during the periods when the Monroe City Hall is open for regular, daytime business, shall be limited to City-owned vehicles, and other vehicles displaying a valid parking permit (hang tag) which is used only in compliance with other applicable provisions of this policy.
- b) Parking provided under this policy shall be provided at no cost to City employees.

- c) Parking spaces have been allocated for vehicles that display a valid parking permit (hang tag) which is used in compliance with this policy.
- d) A parking permit (hang tag) is not transferrable to another vehicle, unless authorized by the Human Resources Department.
- e) Employees are responsible for notifying the Human Resources Department of any changes affecting the parking permit (hang tag) registration of their vehicles.
- f) Parking permits (hang tags) are not valid if exchanged among and between individuals and during periods when the employee to whom it was issued is not on duty.
- g) Visitors conducting official City business shall obtain temporary permits from the Department with which they are conducting business.
- h) Using a parking permit (hang tag) in violation of this policy or displaying an invalid parking permit (hang tag) may result in the ticketing and towing of the vehicle and the loss of parking privileges for those involved.
- i) The parking permit (hang tag) remains the property of the City of Monroe and must be returned to the Human Resources Department upon expiration of the permit or separation of employment.

2.3 PARKING REGULATIONS.

- a) Parking permits (hang tags) shall be hung from the rear view mirror of the vehicle.
- b) The parking of any vehicle, private or City-owned shall be within lanes whenever same are established by painted stripes or otherwise and shall conform to any and all other directions posted on the site.
- c) Parking in all areas shall be in such a manner as to provide ample room for ingress to and egress from the area to all other vehicular traffic.
- d) Parking shall be limited to City-owned vehicles and, during restricted hours, to vehicles displaying a valid permit (hang tag) used in compliance with the provisions of this policy.

2.4 ALLOCATION, ASSIGNMENT AND APPROVAL OF PARKING SPACES.

The City Manager and/or his/her designee shall determine parking assignments

and changes in accordance with City regulations. The City Manager reserves the right to authorize the use of parking spaces by specific individuals at his/her discretion.

- 2.5 LIABILITY. The City is not liable for the cost of any damages to or theft of any privately owned vehicle that has been authorized to park in its City owned parking lot. Limited exceptions to this general policy may be possible if claims are approved pursuant to the City's General Liability Policy. The City is not liable for the cost of any damages or any costs associated with the towing and impoundment of vehicles parked in violation of this policy or City ordinances.

The City does not at any time or under any condition assume any responsibility for personal injury, from any cause whatsoever, to any person or persons utilizing the parking lot.

- 2.6 VIOLATIONS AND PENALTIES. The owner or operator of a vehicle improperly parked or in any other manner in violation of any part of this policy or pertinent City ordinances or State statutes while operating or parking the vehicle in the employee parking lot, will be subject to the receipt of a parking violation fine and subject to the towing of the vehicle from the lot and its impoundment. The City shall not be responsible for any costs or other expense occasioned by such removal and impoundment. A City employee who violates this policy will also be subject to disciplinary action.

3. Definitions. None
4. Application. This policy shall apply to all employees of the City of Monroe.
5. Responsibility. The City Manager and/or his designee shall have the responsibility for overseeing implementing this policy.
6. Administrative Procedure. None.
7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated July 1, 2013.