

1.0 PURPOSE

This procedure defines the eligibility and criteria for obtaining parking.

2.0 POLICY

Parking as available, will be issued to Kaiser Permanente employees who have primary office responsibility in a downtown Oakland Regional Office building owned by the organization.

A title of Vice President or higher secures immediate parking.

3.0 DEFINITIONS

Employee Pay Validations. Validations, which can be purchased by downtown Oakland Regional Office employees for use in the Regional Garage at 1950 Franklin Street.

WageWorks/Health Equity System. Web based system through which downtown Oakland Regional employees request placement on parking waiting list(s). Link provided through HRConnect.

1950 Franklin Waiting List. Waiting list for downtown Oakland Regional employees who request parking at this location.

1800 Harrison Waiting List. Waiting list for downtown Oakland Regional employees who request parking at this location.

2000 Broadway Waiting List. Waiting list for downtown Oakland Regional employees who request parking at this location. *(DOR Employees must contact DOR Administration)*

Downtown Oakland Kaiser Regional office buildings owned by the organization.

- 1950 Franklin
- 1800 Harrison
- 2000 Broadway – Division of Research

RESPONSIBLE PARTY

4.0 PROCEDURE

EMPLOYEE

4.1 Submits request to be placed on waiting list(s) through HRConnect website using link to WageWorks/HealthEquity.

4.1.1 Manager of Vice President or higher submits request through NCAL-Regionalparking@kp.org.

4.1.2 Before leaving on Leave of Absence, confirm your spot on the wait list. Confirm you are still on the wait list when you return.

REGIONAL PARKING DEPARTMENT

4.2 Assigns parking as it becomes available. Priority will be determined by the date that the request was received by the WageWorks System.

4.3 An email from NCAL-Regionalparking@kp.org mailbox to notify employee when a space becomes available.

EMPLOYEE

4.3.1 Is given 5 days to respond.

4.3.2 To qualify, you must work in a RBO Building work 4 days a week downtown.

4.3.3 If no response in allotted time, name will be removed from the waiting list.

4.4 Parking must commence no later than the first day of the next month.

REGIONAL PARKING DEPARTMENT

4.5 Employee who declines the opportunity to park, will be removed from the waiting list.

EMPLOYEE

4.5.1 Employees on waiting list(s) need to find alternative parking or use employee pay validations. (See Cancellation of Parking, Policy and Procedures, 5.14). An employee on a waiting list(s) who consistently parks in any downtown Oakland Regional Parking facility without paying or uses departmental validations will be removed from the waiting list.

REGIONAL OFFICES PARKING ADMINISTRATION	RBO-5.2
WAITING LISTS/ASSIGNMENT OF PARKING	01/26/21
AT ALL DOWNTOWN OAKLAND REGIONAL PARKING LOCATIONS	3 OF 3

- REGIONAL PARKING DEPARTMENT
- 4.6 Employee alternative parking is located on smart phone application: Parkopedia.
 - 4.7 Employee validation program is located on webpage <http://ncalrbo.kp.org>.