1.0   PURPOSE

This procedure defines the steps for canceling parking.

2.0   POLICY

It is the employee's responsibility to cancel parking upon separation from employment, leave of absence, maternity or disability. The Regional Parking Department may cancel parking privilege for violation of Regional Parking Policies.

3.0   DEFINITIONS

Downtown Oakland Kaiser Regional Office buildings owned by the organization.

- 1950 Franklin St.
- 1800 Harrison St.
- 2000 Broadway

Deduction Parker. A Kaiser employee who has a payroll deduction for his/her parking in a Kaiser parking garage/lot.

RESPONSIBLE PARTY   4.0   PROCEDURES

ALL MONTHLY PARKERS

4.1   Email departmental mailbox to cancel parking no later than the 5th of the month to avoid additional deductions.

REGIONAL PARKING DEPARTMENT

4.2   Upon receipt, submits cancellation information Through the WageWorks/Health Equity system.

H.R. SERVICE CENTER/PAYROLL DEPARTMENT
REGIONAL PARKING

4.3   Pre-tax deductions are non-refundable.

REGIONAL PARKING DEPARTMENT

4.4   Can cancel parking for violation of Regional Parking Policy.

4.4.1   Notifies employee of cancellation.
4.4.2   Deactivates parking access on ID badge.
4.4.3   Initiates and completes cancellation process.
4.4.4   **Employee must qualify by parking 4 days a week to retain parking**.

REGIONAL PARKING DEPARTMENT   4.5   Parking will be cancelled if parker does not park for 3 months regardless if on leave

                         4.5.1   If extension is needed, employee can pay out of pocket for up to 3 months to remain a monthly parker.

EMPLOYEE   4.6   Can appeal cancellation (in writing) within 30 days by stating reason for violation of policy, and any other information deemed necessary.