

1.0 PURPOSE

This policy establishes the rates and methods of collecting payments for parking for all Regional Parking locations.

2.0 POLICY

All Kaiser Northern California, Program Office, Executive, T.P.M.G. and KP-IT payroll employees, who work in a downtown Oakland Regional Office location and have parking privileges in a facility managed by the Regional Parking Department, will pay for parking at the current specified rate by payroll deduction.

Regional Parking will staff the Regional Garage/Lot for meetings held during off-hours for a pre-determined fee. Advance notice needed. Contact Regional Parking Office.

3.0 DEFINITIONS

Downtown Oakland Kaiser Regional office buildings owned by the organization.

- 1950 Franklin
- 1800 Harrison
- 2000 Broadway

Deduction Parker. Has a monthly fee for parking deducted from paycheck.

Outside Tenant. Pays for monthly parking by credit card payment to the Regional Parking Department.

Categories of Outside Tenants:

- Temporarily disabled Kaiser employee working in a downtown Oakland Regional Office Building owned by the organization and is granted short term parking.
- Outside. Non-Kaiser parker in downtown Oakland Regional Office Building owned by the organization.

RESPONSIBLE PARTY

KAISER EMPLOYEES ON
NCAL/TPMG/KP-IT/PROGRAM
OFFICE/EXECUTIVE PAYROLL

4.0 PROCEDURE

4.1 Charged the current rate for parking.

4.1.1 Parking is deducted from the second paycheck of the month.

KAISER EMPLOYEES ON
NCAL/TPMG/KP-IT/PROGRAM
OFFICE/EXECUTIVE PAYROLL

4.1.2 Parking is deducted one month in advance.

PARKER WITH PAYROLL DEDUCTION

4.1.3 Parker will be notified by email if if his/her name is not on deduction report.

4.1.3.1 Parker may pay for that month parking by credit/debit card only.

OUTSIDE TENANT

4.2 Charged the current market rate for parking.

REGIONAL PARKING DEPARTMENT

4.2.1 Parking access (employee ID badge) will be turned off if payment is not received by payroll deduction.

ALL MONTHLY PARKERS

4.3. Can appeal cancellation (in writing) within 30 days by stating reason for late Payment(s) and any other information deemed necessary.

4.4 Cancellation. (See Cancellation of Parking, Policy and Procedures 5.3).

EMPLOYEE ON ELECTED LEAVE

4.5 Must notify Regional Parking Department when he/she is going on Leave of Absence (LOA).

4.6 Monthly parker will need to return by 12 weeks (90 days) per FMLA policy to retain parking. (This includes disability and maternity).

4.6.1 Notification of LOA must be given before the 5th of the month to stop payroll deduction. If not, deduction will occur for the following month.

MEETING CHAIRPERSON
(WEEKEND AND AFTER-HOURS USE)

4.7 Contacts Regional Parking Department by email **one month in advance** to arrange for use Regional Garages downtown Oakland during off-hours. The memo must contain:

- Contact person and phone number
- Department name
- Meeting date and hours garage needs to be open
- Authorization to recharge GL with manager with FDA authority

REGIONAL PARKING DEPARTMENT

4.8 Garage usage fee is determined and recharged to department.

4.8.1 Minimum charge is 4 hours.