

1.0 PURPOSE

This procedure defines the process by which Kaiser Permanente Northern California employees, who work in downtown Oakland, can purchase employee parking validations for use in the 1950 Franklin Regional Garage (410 19th Street).

2.0 POLICY

To provide occasional parking for Kaiser Northern California employees who work in downtown Oakland.

3.0 DEFINITIONS

Departmental/Visitor Validations. Validations for use of visitors at Regional Offices.

Employee. For purposes of this policy, any Kaiser Permanente Northern California employee who works in a Kaiser Permanente building in downtown Oakland (2000 Broadway, 1800 Harrison and 1950 Franklin).

Staff working more than 16 hours and/or having an office and phone in a downtown Oakland Regional Office Buildings are considered downtown Oakland Regional office employees for the purposes of parking or validating and must pay for his/her own parking.

RESPONSIBLE PARTY

4.0 PROCEDURES

REGIONAL PARKING

4.1 Will sell employee validations (chaser tickets) in the Regional Parking Office on set dates and times located on website:

<http://ncalrbo.kp.org>

**** during Covid-19 parking will allow 1 purchase a month with appointment only by emailing department mailbox: ncal-regionalparking@kp.org.**

MONTHLY PARKER/DEPARTMENTS

4.1.1 Cannot purchase employee validations.

REGIONAL EMPLOYEE

4.2 Employee needs to be setup account before purchasing validations. This can take up to 72 hours for processing due to verifying eligibility.

4.3 Employee to email the department mailbox for paperwork: NCAL-Regionalparking@kp.org

4.3.1 Employee Validations Parking Agreement.

4.3.2 Completed Consent Form for using credit card in Kaiser's Trust Commerce System.

- REGIONAL EMPLOYEE
- 4.3.3 Employee's assigned punch card with Custid number to be issued to confirm purchases.
 - 4.4 Employee will be responsible for any changes to the credit card (name, number, expiration date). **All changes will need to be received 72 hours before purchasing chaser tickets.**
 - 4.4.1 Credit Card receipts will be printed by request only.
 - 4.5 Validations (chaser tickets) will be sold in single increments of 12 full days.
 - 4.6 One validation (chaser ticket) to be used for one full day of parking.
 - 4.6.1 Appropriate number of validations must be used for each exit.
 - 4.6.2 Additional fee will be charged if insufficient validations are used at daily rate which must be paid with credit card to exit garage.
 - 4.6.3 Will not issue change/refund for time not used on validations.
 - 4.6.4 No refunds for validations.
 - 4.7 Must present Regional Employee ID (blue badge) and issued punch card for each monthly purchase. No exceptions.
 - 4.8 Can make only one purchase of 12 full day validations (chaser tickets) per month during the sale dates only.
 - 4.8.1 If validations are lost/stolen, the employee is responsible and will not be replaced or refunded.
 - 4.9 Cannot sell/use/transfer validations to another individual. All validations are numbered and assigned to the purchaser.
 - 4.9.1 Employee who purchased validations must be in the vehicle when exiting.
- REGIONAL PARKING
- 4.10 A validation does not guarantee a parking space.

EMPLOYEE

4.11 If validation does not work and you must pay for parking, be sure to get a receipt promptly from the ticket machine. Submit bad ticket with receipt to receive a replacement validation.

4.12 May be asked to show employee ID upon entry or exit.

4.13 Must adhere to Garage Rules (See RBO Policies and Procedures 5.14).

REGIONAL PARKING/HUMAN RESOURCES

4.14 An employee who fails to adhere to this policy, may have parking privileges revoked and/or may be subject to disciplinary or corrective action.

4.15 Suspend purchase of validations for 90 days.

EMPLOYEE ON WAITING LIST(S)

4.16 Will be removed from wait list(s) for abuse of this policy.