

The 2000 Broadway Lot is located at 20<sup>th</sup> and Franklin Streets in Oakland. Regular hours of lot operation are 8:00 A.M. to 5:00 P.M Monday through Friday by ID badge with monthly access only. Entry after 4:00 P.M. and on weekends/holidays is by programmed ID badge only. The height limit in the garage is 9'6". The speed limit is 5 mph.

## 1.0 PURPOSE

This procedure establishes the rules which must be followed when parking in the Broadway Lot/Garage and acquaints parkers with miscellaneous parking information.

## 2.0 POLICY

To provide a paid parking space in which Kaiser employees can park. All monthly parkers are required to fill out and sign a Parking Agreement prior to programming the ID badge for access.

**Monthly parking is available to employees who work in a downtown Oakland Kaiser Regional Office Building which is owned by the organization and work in the office 4 days or more a week.**

All non-downtown Oakland Kaiser employees working 16 hours or more per week in the Oakland Regional Offices are considered downtown Oakland Kaiser employees for the purposes of parking.

There is no reserved parking at any Kaiser Regional facility.

## 3.0 DEFINITIONS

Downtown Oakland Kaiser Regional office buildings owned by the organization

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

KP-IT. Kaiser Permanente Internet Technology  
NCal. Northern California  
P.O. Program Office

RESPONSIBLE PARTY

## 4.0 PROCEDURES

MONTHLY PARKER/KAISER EMPLOYEE

- 4.1 Each person can park one vehicle in the lot/garage at a time.
- 4.2 Must use ID badge for access to enter/exit lot/basement
- 4.2.1 If ID badge is not operating properly, parker is requested to email the Regional Parking Department at NCAL-Regionalparking@kp.org.
- 4.2.2 Call Security for afterhours issues at 510-987-3000. Need to have ID badge for verification.
- 4.3 Compact cars should not be parked in full-sized stalls.
- 4.4 Full-sized cars should not be parked in compact stalls.
- 4.5 Only Division of Research Employees can park in garage.
- 4.6 Must park vehicle between lines of parking stall.
- 4.7 Cannot loan or transfer ID Badge to another person. (See Cancellation of Parking RBO-5.3, Section 4.8).
- 4.7.1 Will result in immediate cancellation of parking.
- 4.7.2 Cannot apply to waiting list for one year.
- 4.8 Payroll Deduction**
- 4.8.1 Automatic payroll deduction from 2<sup>nd</sup> paycheck of the month.**
- 4.8.2 Deduction is pretax and non-refundable. No refunds.**
- 4.8.3 Cancel parking by the 5<sup>th</sup> of the month as you pay one month in advance.**
- 4.8.4 Notify parking if you leave on leave of absence (LOA) as HR will make you inactive and no parking payments will be received.**

- MONTHLY PARKERS
- 4.9 All Parkers are expected to leave the lot/garage daily.
  - 4.10 Cannot store vehicle in lot/garage.
    - 4.10.1 If business travel is requiring you to leave your vehicle in the lot/garage overnight, email the parking mailbox before leaving [NCAL-Regionalparking@kp.org](mailto:NCAL-Regionalparking@kp.org).
  - 4.11 Will be warned for first infraction of lot/garage parking rules.
    - 4.11.1 Repeat offenders may be ticketed and/or towed by the Oakland Police Department.
  - 4.12 If vehicle obstructs flow of traffic in garage it may be towed without warning.
  - 4.13 Cannot expense or be reimbursed for parking fees incurred in any Regional Parking location unless employee does not reside in a downtown Oakland office.
    - 4.13.1 Violation of this policy will result in the immediate cancellation of Parking.
- KAISER DEPARTMENTS
- 4.14 Cannot reimburse or pay for employees' parking fees.
- MONTHLY PARKERS/KAISER EMPLOYEES
- 4.15 Cannot leave pets in unattended vehicle.
  - 4.16 Cannot expense or be reimbursed for parking fees incurred in any Regional parking location unless you do not reside in downtown Oakland.
  - 4.17 Violation of this policy will result in immediate cancellation of parking.
  - 4.18 Cannot reimburse Regional employees for parking fees incurred in any Regional parking location.
- DISABLED PARKER
- 4.19 Disabled Stalls
    - 4.19.1 Must have disabled state license plate or current issued disability placard (must hang from mirror).

## MONTHLY PARKER/REGIONAL PARKING

4.19.2 Vehicle without a state disability placard must have license plate issued from same state.

4.20 Parking will be cancelled for any employee who moves out of a downtown Oakland Regional Office Building.

4.20.1 Parker must notify Regional Parking by email ASAP regarding move date.

4.20.2 Parker will have (60) days to find alternative parking.

4.21 Parking will be cancelled if parker does not park for 3 months regardless if on leave of absence.

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

4.22 Must work in downtown Oakland 4 days a week to retain parking.

4.23 Consistent disregard of parking rules and regulations may result in the cancellation of monthly parking.

4.24 Must fill out, sign and return Parking Agreement/Update as requested.

4.24.1 Failure to do so in a timely manner will result in deactivation of parking card until form is received by Regional Parking.

## SPECIAL PARKING AREAS:

4.25 Bicycle Parking Area. (See Bicycle Parking Policy and Procedures, 5.11).