

Employee Parking Policy

PURPOSE

To establish guidelines for Faculty Practice Group (FPG) employees who wish to park at the FPG Physician Support Services located at LAX Spectrum Building 5767 West Century Blvd Los Angeles, CA 90045 and managed by Standard Parking Services.

GUIDELINES

It shall be the responsibility of each FPG employee, who wishes parking privileges with Standard Parking at the LAX office location and to have automatic payroll deductions for monthly parking fees, to become aware of and abide by the rules and regulations of both Standard Parking and UCLA Transportation and Parking Services.

The operator of the motor vehicle is responsible for compliance with all parking rules and regulations including finding a legal parking space and understanding where and when their parking permit is valid.

The purchase of an active parking card key does not guarantee a particular space. Lack of a particular space is not considered valid justification for violation of Standard Parking and / or UCLA Transportation and Parking Services parking regulations. Parking permit types will be reviewed in light of the job responsibilities and mobility, and assigned accordingly.

Parking Permits for LAX Standard Parking garage is only valid for 5767 W Century Blvd and is not transferable. The parking access keycard will not be honored at any other UCLA parking facility other Standard Parking location.

At time of hire or transfer to FPG at Century Center parking requirements and procedures including Automatic Payroll Deduction process is reviewed and a monthly parking permit will be offered, if applicable.

There are three (3) forms needed to obtain a parking card key, to initiate access to Standard Parking garage, and for payroll deduction to begin.

1. UCLA Parking Application form is to be completed by the employee and submitted to Administration for parking assignment and card key activation.
2. UCLA Parking Payroll Deduction Authorization form is to be completed with an effective date and employee signature and submitted to Administration who will assign parking and submit the authorization form to Human Resources for processing payroll deductions.
3. Standard Parking Monthly Parking Agreement is to be completed by the employee and submitted to FPG Administration. It is the employee responsibility to keep information on file with Standard Parking current at all times.

There is one (1) form required to cancel / deactivate Standard Parking keycard and stop automatic Payroll Deductions

1. UCLA Parking Payroll Deduction Cancellation form must be completed and keycard surrendered at the time the keycard is deactivated and deductions are stopped.

Contract employees assigned to work at the FPG LAX location will make arrangements to park directly with Standard Parking. Payroll deduction is not an option. The agreement to park in the Spectrum LAX Building will be strictly between the individual employee and Standard Parking. UCLA FPG is not a party to the transaction.

PARKING ACTIVATION / CANCELATION PROCEDURES

New Hire or Transfer into FPG LAX location:

- Employee completes New Hire Parking Packet (includes all 3 required forms listed above)
- Employee is issued a keycard and UCLA Hang tag
- Email sent to Standard Parking to request keycard activation/access initiated
- Human Resources will update Employee Data Base (EDB) with employee's information and begin payroll parking deductions.

Separation or Transfer out of FPG LAX location:

- Separated employee returns access keycard and UCLA hand tag and completes Parking Cancellation form on last day at work.
- Email sent to Standard Parking to request keycard cancellation and an exit pass for separating employee. Human Resources will update EDB with employee's information to cancel payroll parking deductions, and request a refund of initial month in advance, if applicable.

Leave of Absence (LOA):

- On last day at work prior to LOA, employee completes a Parking Cancellation Form and temporarily surrenders keycard to Administration.
- Employee is informed that keycard will be returned and EDB will be updated upon Return to Work (RTW).
- Administration will contact Standard Parking to temporary cancel parking and issue an exit pass.
- Administration will submit cancellation form to HR to update EDB.
- Human Resources will update EDB with employee's information to temporarily cancel payroll parking deductions.

Return to Work (RTW)

- Employees will complete a Parking Deduction Authorization form on their first day back to work.
- Administration will return original parking keycard back to employee and contact Standard Parking to reactivate parking keycard.

- Human Resources will update EDB with employee's information and resume payroll parking deductions.

FORMS

1. UCLA Parking Application
2. UCLA Payroll Deduction Authorization
3. Standard Parking Monthly Parking Agreement
4. UCLA Payroll Deduction Cancelation

REFERENCES

Orientation for Parking at FPG Physician Support Services Century Center

POLICY OWNER

Human Resources and Administration, UCLA Faculty Practice Group

APPROVAL

Jody Gaspar, Chief Operating Officer, UCLA Faculty Practice Group
Effective Date: 09/11/14

REVISION HISTORY

Effective Date:
Review Date:
Revise Date: