

EMPLOYEE PARKING

I. PURPOSE:

The following guideline establishes policies and procedures concerning parking in and around the City Hall Complex.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager; however, the responsibility of the implementation of this guideline rests with the Human Resources Department.

III. DEFINITION:

The City Hall Complex is defined as consisting of City Hall, the Parking Garage, and the City Hall Annex (Old Central Fire Station).

IV. POLICY:

It shall be the policy of the City of Little Rock to continue to provide free parking for employees. Employees should be cognizant of the fact that this is a privilege that the City will provide as long as possible and not a guaranteed benefit or right. Since parking space is extremely limited, part-time, seasonal or temporary employees will be afforded parking privileges as available. The Department Director using the parking lots at the Police, Municipal Court, Public Works, Information Technology and Roy Beard Buildings will assign reserved spaces for those particular areas. The Human Resources Department will assign reserved spaces in all other areas.

V. PROCEDURE:

- A. Systemized records of parking permits shall be established and maintained. In the event of termination of employment, the former employee's Department shall notify the Human Resources Department of such termination and the employee's name shall be taken off the records. Upon termination, the employee shall return their parking tag to the Human Resources Department.

- B. All employees shall be allowed a parking tag, which will contain a number for vehicles they might normally drive to City Hall. The Human Resources Department will maintain records, including, but not limited to, employee name and license number and Department. In the event a tag is lost, a duplicate may be issued upon presentation of a memorandum from the Department Director or Hiring Manager; however, if any abuse of the privilege is found, parking privileges for that particular employee may be rescinded. The parking tag must be hung in the front windshield of the employee's car.
- C. Employees shall park only in those areas designated for employee parking, and should not park at the parking meters. Unless an employee is assigned a specific spot, they must park in the Employee Parking Lot at the end of Arch Street.
- D. Visitor spaces will be kept free for visitors to City Hall and are not to be used by employees. Violators will receive an employee parking citation and a memorandum will be sent to the respective Department Director and a copy to the violator. If a second citation is issued, a parking citation memorandum will be sent to the respective Department Director and to the violator. Chronic violators may have their cars towed away. City vehicles are to be parked in designated areas only.
- E. Reserved spaces are for the people assigned to them, and violators will receive an employee parking citation and a memorandum will be sent to the respective Department Director and a copy to the violator. If a second citation is issued, a parking citation memorandum will be sent to the respective Department Director and to the violator and the employee will be disciplined. Further violations will lead to additional disciplinary actions, up to, and including, termination of employment.
- F. For unusual circumstances, a temporary parking sticker may be issued authorizing parking in designated areas for a short period of time. Employees must submit a doctor's note to the Human Resources Department Director, who must approve parking in the City Hall parking area.
- G. For extended parking in the City Hall area, a form letter will be given to the employee so that the doctor may complete. This will also be submitted to the Human Resources Department Director for review. The Public Works Department will enforce parking in the employee lot as necessary, and the Human Resources Department will enforce parking in the visitor lot.
- H. The Little Rock City Board of Directors, City Manager and Department Directors are assigned reserved parking spaces. All other reserved spaces must be requested by application to the Human Resources Department Director. Spaces shall be assigned on the basis of need, not position or classification. Need is dictated by the frequency required for an employee to leave and return to City Hall on City business or by physical disability.
- I. When spaces are assigned to personal vehicles, it is because those vehicles are used for City business. The owners are either receiving a car

allowance or are eligible for mileage reimbursement. Individuals assigned a space for personal vehicles are not eligible to use City vehicles assigned to others or pool cars. An individual will not be assigned space for both a personal vehicle and a City vehicle.

Approved:



Bruce T. Moore
City Manager