

## EMPLOYEE PARKING POLICY

UCLA Campus Parking allocates a limited number and type of permits to each university department. Because this resource is finite, External Affairs must coordinate and closely track the assignment of permits to employees.

The Vice Chancellor for External Affairs has delegated authority for management of the organization's parking allocation to the Executive Director External Affairs Administration. Cindy Kagy (x4-8066) is External Affairs Parking Coordinator. She serves as liaison between campus/Wilshire Center parking and External Affairs units.

In some facilities, particularly Wilshire Center (structure 35), demand for parking outweighs supply. Parking lot/structure permit assignment is made based on the following criteria:

- a. Employee's primary work location;
- b. Availability of spaces/permit types in the requested lot/structure;
- c. Organizational level and job function of the position; and
- d. Mobility needs (includes both job-related and documented medical conditions)

The Yellow permit is UCLA's standard employee parking assignment. All requests for permits other than Yellow require justification and, if applicable, documentation. A request from a unit or individual for specific parking arrangements may be denied according to the criteria defined above. If a request for a permit is denied simply due to lack of space, the individual's name will be added to a waiting list, which will be prioritized based on the same criteria.

An employee may move voluntarily to a lower-priced parking permit than would normally be granted to the job function. However, parking access and privileges will be limited to campus rules for the lower level permit. Consistent with campus policy, under no circumstances will External Affairs pay for or subsidize employee parking.

**Parking arrangements must be made prior to a new employee's arrival. Refer to attached Procedures. No offer or promise of a specific type of parking arrangement or permit should be made to an incoming employee until after the written confirmation has been sent by EA Parking Coordinator to the requesting unit. Please refer to UCLA's employee parking website for more detailed information:**

[Staff Parking Permits](#)