EMPLOYEE PARKING PROCEDURES

When an employee departs External Affairs, the unit should evaluate the appropriate level of parking for the incoming employee; it need not be at the same level as the departing employee. All permits other than Yellow require a work-related justification included with the permit request/application form.

Prior to Employee’s Arrival:

- When a new employee has been identified, the EA Parking Coordinator provides the hiring supervisor an Employee Parking Request Form.

- Hiring supervisor completes Parking Request Form and emails it to the External Affairs Parking Coordinator. Include work-related justification if a non-Yellow permit is requested.

- The level and location of permit request will be reviewed in light of the job responsibilities and mobility needs. (Refer to External Affairs Parking Policy --- https://island.fim.ucla.edu/eabusiness/docs/ParkingPolicy.pdf)

- Once space availability has been verified, EA Parking Coordinator notifies both the hiring unit and the HR Rep handling the employee’s sign-in.

  - All permits require Payroll Deduction Authorization forms to be completed. After EA Parking Coordinator receives the Parking Request email, it and a Payroll Deduction form will be provided to the appropriate HR Rep to hold for signature on employee’s first day.

  - If a Yellow permit is requested, the employee sign-in process is the only step necessary.

  - If a Blue Permit is requested.Space is available, EA Parking Coordinator provides a “Blue Permit-X Permit Request” form to the hiring supervisor for signature. Hiring supervisor signs and returns the form to EA Parking Coordinator (Wilshire Center Suite 900) who sends it to the appropriate HR Rep to hold for signature on employee’s first day.

- When a permit other than Yellow or Blue (i.e., an “X” or “A”) has been requested and is available, the signatures of the AVC-AS and Vice Chancellor are required. The EA Parking Coordinator will handle obtaining the signatures and will provide signed forms to the HR Rep.

- EA-HR will process the payroll deduction form.

Effective July 1, 2005
No offer, promise, or description of any parking arrangements should be made to a new employee until after the External Affairs Parking Coordinator has sent the written confirmation of the parking assignment.

After Employee’s Arrival:

- The incoming employee signs the Parking Application and Payroll Deduction Authorization form during initial sign-in with HR Rep; monthly deductions begin immediately. If a Blue or X permit has been approved, the Employee will also sign the “Blue Permit-X Permit Request” form at this time.

- HR Rep returns appropriate signed forms to EA Parking Coordinator who records the application in the EA parking database and transmits the forms to Campus Parking Services.

- As soon as Campus Parking grants the permit, EA Parking Coordinator notifies Employee; this procedure should be completed within 7-10 business days.

Note: A temporary Yellow permit is issued to the employee while the above paperwork is in process. If parking on campus is required while on a Yellow permit, employee can obtain a free, day pass at any campus parking kiosk by showing employee ID; this pass will allow one-day parking in most other campus lots.

- If an employee pays for parking at a kiosk on the first two days of work at UCLA, s/he can be reimbursed by taking the kiosk receipts back to the parking kiosk along with the temporary Yellow permit and requesting reimbursement for the one/two days of overlap. Payroll deductions are retroactive to the date of signature on the Authorization for Deduction form, so an employee should be careful not to pay twice for parking on the same day.

Regarding Non-Yellow permits:

- If a request for Blue, X, or A permit is denied due to lack of space in the desired parking area, the individual’s name will be added to a waiting list. (The waiting list for Wilshire Center will be shared/coordinated with building management who oversees Ampco Parking Service.) The AVC-AS will review the EA Waiting List on a quarterly basis to make certain that job functions with the highest need are in priority order.

- Requests denied due to lack of need and/or infrequent mobility will be assigned a permit at the appropriate level and location for the job. If parking on campus is required by a Yellow permit holder, the employee can obtain a free, day pass at any campus parking kiosk by showing employee ID; this pass will allow one-day parking in most other campus lots.

Effective July 1, 2005
Parking for People with Disabilities:

An employee must use his/her own state-issued disabled placard/license plate in combination with a UCLA-issued permit. Both the state-issued placard/plate and the UCLA permit must be displayed at all times. Procedures outlined above for Yellow permit apply to this situation. For more complete information about parking arrangements for people with disabilities, refer to the Employee parking website:

http://www.transportation.ucla.edu/faculty/parking/permits/disabled/index.htm

When An Employee Departs External Affairs:

- Employee signs a Payroll Deduction Cancellation form during EA-HR exit process.

- Parking permit, decal, access/key card(s) are collected by HR Rep during exit Process. HR Rep turns these over to EA Parking Coordinator who returns them to Campus Parking.

- EA and campus databases are updated, indicating departure of employee. For Wilshire Center employees parking in Lot 35, Ampco Parking also is notified of departure via Office of the Building liaison.

- Permit availability reverts to External Affairs (not to unit) for future distribution.