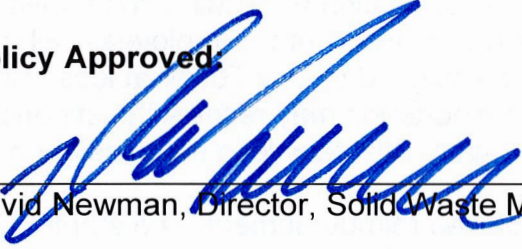




CITY OF SAN ANTONIO
**SOLID WASTE MANAGEMENT
DEPARTMENT**

Employee Parking Policy & Procedures	
Effective Date	October 01, 2022
Previous Revisions:	NA
Process Owner	Alejandra Longoria

Policy Approved:



David Newman, Director, Solid Waste Management



Date

I. Policy

This policy outlines the criteria used to determine parking spaces for SWMD employees assigned to work at the City Tower.

II. Policy Application

The Department Director shall determine the parking spaces for all SWMD employees assigned to work at City Tower. The Department Director has the right to move employees as needed and apply other criteria that may be determined for parking space and location. Parking spaces are allocated based on the following criteria:

1. Special accommodations, such as permanent lack of mobility
2. Frequency in office, specifically how many days per week the employee is scheduled to work in City Tower
3. Hours in the day spent in City Tower, including how late the employee works
4. Temporary special needs – the employee will work with Human Resources for accommodations.

III. Guidelines

- A) Employees may park their personal vehicles at their designated City parking facility at any time.
- B) Employees are required to abide by any regulations assigned to specific parking facilities or lots including but not limited to hours of operation, traffic control signage, or restrictions.
- C) Employees are restricted to one parking space.
- D) All parts of the vehicle must be parked inside the designated spaces.
- E) Access (Magnetic Cards) will be provided for employees and assigned for parking at the City facilities or lots.
- F) Parking Access Cards may only be used by the designated employee for one vehicle per space. Employees cannot transfer their parking privileges to another person (employee or non-employee).

- G) Parking Access Cards are the property of the City of San Antonio and shall be returned upon separation with the Solid Waste Management Department or the City of San Antonio.
- H) Employees utilizing alternative forms of transportation are eligible to receive a monthly \$150 stipend and must sign the Declaration Form. Employees will not receive a parking space. Only employees assigned to City Tower at least two days per week and who use alternate transportation may receive the stipend.
- I) Employees may park their assigned Light-duty City vehicle in their assigned space.
- J) Special circumstances may warrant employee reimbursement. The employee must submit and present a receipt of parking for justification purposes.
- K) For lost or stolen magnetic cards, there may be a replacement fee to be paid to CCDO by the employee.
- L) All parking spaces are unassigned for all garages and lots. There are handicapped spaces in the parking garages. These spaces are unassigned and are reserved for residents or guests with valid handicapped license plates or placards. If you park in a handicapped space without a handicapped license plate or placard, your vehicle will be deemed in violation and subject to immediate towing at the owner's expense.

Employee Signature

Date