



## Office of the President Procedures

### Departmental Parking Pass Policy

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#### **Guidelines for the Use of University Funds for Parking Passes**

All staff members at UCOP must pay for their own parking privileges. This policy applies to all personnel, including Senior Managers, staff and faculty. This policy does not apply to employees that are on travel status.

#### **Limited Cases Where University Funds May Be Used for Parking**

In limited circumstances, a Department may need to fund employee parking under the following scenarios:

1. If the business of a Department requires frequent travel to and from UCOP or campus locations, the Department may purchase a parking pass to be shared by several department employees who require access to the parking pass.
2. If an individual has paid for parking at his or her primary work location, but frequently travels to another UCOP location or to campus locations because of the nature of his or her job duties, a Department may provide a parking pass for the secondary location(s).

#### **Procedures**

1. Departmental use pass: To request a Departmental Use Pass, the requesting manager must fill out the appropriate parking form, secure the approval of the Department Head, and submit the form to Building Services. If the pass is for the Department Head, the Department Head must secure approval from his or her immediate supervisor. Departmental parking pass issuance requests will be subject to the UCOP parking pass waiting list. A Departmental parking pass will be issued to a named Departmental Custodian, who will be responsible for recording the use of the pass by individuals. The pass may be checked out to any Departmental staff member who needs to travel to a secondary work or meeting location.
2. Individual parking pass: UCOP policy does not allow UC funds to be used to pay for an individual employee's parking pass except when the individual needs the pass because he or she frequently must travel between a home base and other UCOP facilities, or back and forth to one or more campus locations. To be eligible for Department payment of a second parking pass, the individual must already have purchased a parking pass for his or her home base. To request a Departmentally-funded second location pass, the requesting manager must fill out the appropriate parking form, secure the approval of the Department Head, and submit the form to Building Services. If the pass is for the Department Head, the Department Head must secure approval from his or her immediate supervisor. Departmental parking pass issuance requests will be subject to the UCOP parking pass waiting list. This type of pass must be issued to a named individual.

#### **Limitations**

1. A Department may not purchase parking passes for consultants or temporary workers. The costs for parking at UCOP or campus facilities should be included in the consulting services agreement, or Departments may reimburse consultants for parking according to their own procedures.
2. In determining the need for a departmentally funded parking pass, the Department should consider whether it would be more cost effective to reimburse Departmental employees for infrequent and incidental parking expenses.
3. All departmentally funded parking passes must be re-approved annually by the Department Head (or if for the Department Head, his or her supervisor).