



GUIDELINES FOR CENTRAL OFFICE PARKING ASSIGNMENTS

*Rochester City School District
Department of Safety and Security*

The Department of Safety and Security is committed to providing safe and convenient parking for all Central Office employees. The following guidelines shall be used in assigning Central Office employees to appropriate parking lots.

Each employee shall be assigned a “criteria” based upon his or her job responsibilities and other circumstances as described hereunder. *All lot assignments will be done as space permits.*

Only RCSD employees who meet all of the following criteria, and current Board of Education members shall have assigned parking. The criteria are:

- Current employees, full-time, and assigned to Central Office for at least 20 hours per week; *and*
- On City School District payroll, *and*
- Assigned office space at Central Office

No former employees, consultants, members of agencies, volunteers, “friends of the District”, City employees, etc., shall have assigned parking. Information on employees shall be furnished by the District’s Department of Human Capital Initiatives on the form titled “**REQUEST FOR ASSIGNED PARKING**” (see attached).

Lot A shall be reserved for the Superintendent of Schools, the Board of Education, and for staff as designated by the Superintendent. Five spaces will also be reserved for parents.

Please refrain from asking visitors to buzz in to park. **ONLY A CHIEF, DIRECTOR OR THE SUPERINTENDENT’S OFFICE CAN REQUEST VISITOR PARKING IN A C.O. LOT.** This request is made by e-mailing the following information: names, dates and times of the visit/meeting to the Executive Assistant in the Department of Safety and Security. Under no circumstances should staff members approach the security guard to request the lifting of the parking gate unless prior visitor approval has been granted from the Department of Safety and Security.

Each union shall be allowed to occupy one (1) parking space at a time while at C.O. This will be based on availability at the time of the visit.

In accordance with the MOA agreement reached between the District and BENTE, B and C lots will be shared by BENTE Union members by their seniority as space permits.

Seniority shall be established by dates provided by the Department of Human Capital Initiatives. For all employees, “seniority” shall be defined as an employee’s length of continuous service with the District since his or her last date of hire. The seniority date, therefore, shall be the date of the most recent hire.

Employees who receive parking privileges may not transfer this privilege to others in their absence.

It is the responsibility of each employee to make sure that the Department of Safety and Security has the correct license plate number(s) for the car(s) which are driven to work.

Parking lots shall be over-booked to reflect illnesses, vacations, time spent out at schools, etc. The percentage of over-booking shall be established by the Department of Safety and Security and shall reflect the percentage of Criteria 2 (use vehicle for District business) employees assigned to the lots. Lot usage shall be periodically monitored and modified as necessary to achieve maximum lot utilization.

Employees who must spend time at work beyond regular working hours shall be entitled to parking in Lot B before 7 a.m. (must move by 8 a.m.) or after 5:00 p.m., regardless of the lot to which they are assigned. *Working occasionally beyond 4:00 p.m. shall not be accepted as criteria for full-time assignment to Lot B.*

The Department of Safety and Security shall make arrangements to accommodate parking during business hours for special events at Central Office, on a space-available basis. Parking accommodations shall be limited to School District parent and employees only.

I.D. badges are required to gain access into the assigned parking lots. Access will not be granted if you do not scan your I.D. badge (the Security Guard is not authorized to grant access except for pre-approved long-term substitutes). If you are experiencing problems with your I.D. badge or have lost it, notify the **Department of Safety and Security**.

Lot users who repeatedly abuse parking regulations (i.e., parking in wrong lot, parking in handicapped space without prior authorization, parking in fire lanes, double parking, do not notify Department of Safety and Security of correct license plates, lending out parking pass, ("passing back," etc.), shall risk having their cars towed at their expense or possible loss of parking privileges.

These guidelines shall be in effect between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Parking lot protocols outside of these hours shall be articulated separately.

If parking lots are full, employees may park at the Erie public parking lot across the street from Central Office, obtain a receipt and attach it to your Mileage Report for reimbursement.

PARKING LOTS AND LOCATIONS:

- A** – Adjacent to Central Office
- B** – Abutting Plymouth Avenue and Spring Street
- C** – Across from Central Office on S. Washington Street
- D** – Behind Central Office and the Bevier Memorial Building on S. Washington Street
- E** – Adjacent to Advantage Federal Credit Union on W. Broad Street
- F** – Across the pedestrian bridge in Corn Hill (Paul Louis Arena)
- Erie** – Public lot across from Central Office on W. Broad Street

CRITERIA FOR PARKING ASSIGNMENTS

Each employee shall be assigned a “criteria” based upon his or her job responsibilities and other circumstances as described hereunder.

Only RCSD employees who meet all of the following criteria, and current Board of Education members shall have assigned parking. The criteria are:

- Current employee, full-time, and assigned to Central Office for at least 20 hours per week; *and*
- On City School District payroll, *and*
- Assigned office space at Central Office.

Employees assigned to Central Office will complete the **Request for Assigned Parking at Central Office** form and return it to the Department of Safety and Security in order to receive their designated parking lot location.

Former employees, consultants, temporary personnel, members of agencies, volunteers, “friends of the District”, other government entities, etc., shall **not** have assigned parking.

Lot A shall be reserved for the Superintendent of Schools, the Board of Education, and for staff as designated by the Superintendent.

It is difficult to access CO parking lots because of overcapacity. Please refrain from advising visitors to buzz in to park in a Central Office lot. Coordinate with Safety and Security to arrange visitor parking. Requests for parking may be submitted to: the Safety and Security office or parking@rcsdk12.org.

One parking pass shall be issued to each of the bargaining units, entitling each unit parking for one car at a time. This pass shall be for either Lot B or Lot C, based upon availability at the time of assignment. The pass may be used by multiple cars/users, as long as only one car at a time is in the lot, and each car/user is pre-registered with the Department of Safety and Security.

In accordance with the verbal agreement reached between the District and BENTE, at any given time, 69 of the available parking spaces in Lots B or C combined, shall be assigned to BENTE employees.

Seniority shall be established by dates provided by the Department of Human Capital. For all employees, “seniority” shall be defined as an employee’s length of continuous service with the District since their last date of hire. The seniority date, therefore, shall be the date of the most recent hire.

Employees assigned parking privileges may not transfer this privilege to others in their absence.

CRITERIA FOR PARKING ASSIGNMENTS

It is the responsibility of each employee to make sure that the Department of Safety and Security has the correct license plate number(s) for vehicle(s) which are driven to work.

Employees who must spend time at work beyond regular working hours shall be entitled to parking in Lot B, after 4:00 p.m., regardless of the lot to which they are assigned. Working beyond 4:00 p.m. shall not be accepted as criteria for full-time assignment to Lot B.

The Department of Safety and Security shall make arrangements to accommodate parking during business hours for special events at Central Office, on a space-available basis. Parking accommodations shall be limited to School District employees only.

I.D. badges are required to gain access into the assigned parking lots. If you are experiencing problems with your I.D. badge or have lost it, notify the **Department of Safety and Security**.

These guidelines shall be in effect between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Parking lot protocols outside of these hours shall be articulated separately.

If parking lots are full, employees may park at the Erie public parking lot across the street from Central Office, obtain a receipt and attach it to your Mileage Report for reimbursement.

Both Lots B and C are of equal distance to Central Office, therefore, Lot B nor C is considered the “preferable” lot for parking lot assignments.

CRITERIA 1

Employees who are directors or above.

LOT: Assigned to either Lot B or C, based upon space availability at the time of the assignment.

CRITERIA 2

Employees who meet the definition of “handicapped” under the Americans with Disabilities Act (ADA) as determined by the District’s ADA designee.

LOT: Assigned to either Lot B or C, where the District’s handicap spaces are located. The employee must obtain a Handicap Parking Request Medical Proof of Disability form from the Department of Human Capital and have their attending physician complete and return it to the District’s Human Capital ADA designee. While handicapped spaces shall be reserved for use by approved Criteria 2 employees, spaces shall not be reserved for individual employees. Rather they will be available on a first come basis. The Human Capitals’ ADA designee shall have the option to periodically request documentation from Criteria 2 employees as to the status of their disabilities.

CRITERIA FOR PARKING ASSIGNMENTS

CRITERIA 3

Employees who do not meet any of the definitions for Criteria 1 or 2.

LOT: Assigned to Lots B, C, or E - based upon space availability at the time of assignment.

Based upon a past agreement, **only BENTE** members are eligible to be reassigned from Lot E to either Lots B or C. Eligibility is based upon “seniority date” (time in district). Movement from Lot E will only occur once. If an assignment is made to Lot C, there will not be any movement to Lot B if space becomes available.

EXCEPTIONS:

- 1** Executive Assistants will be assigned to Lot B;
- 2** IT Technicians may park in Lot D (Loading Dock) for **30 minutes** to pick up or drop off equipment;
- 3** Contractors working at Central Office may park in Lot D (Loading Dock) and must sign-in and register their vehicle with the Security Guard on a daily basis.

REQUEST FOR ASSIGNED PARKING
(Complete all applicable sections)

Employee Name: _____ **Phone:** _____

Seniority Date: _____ **Union:** _____

Department: _____ **Start Date:** _____

Position Title: _____

- New Hire Transfer Promotion Termination
- Full-time Retirement Part-time: Hours per week: _____

Other: (Please specify): _____

Brief description of duties: _____

Position Criteria (Check one):

- Assigned to Central Office – Responsible for supervision or direction of staff or programs
- Assigned to Central Office – Required to make site visits on a daily or frequent basis
Indicate # of visits per week _____
- Assigned to Central Office – ADA Accommodations (*Must obtain paperwork through the Benefits Department*)
- Assigned to Central Office – All other remaining full-time employees permanently assigned to Central Office

Vehicle #1 License Plate Number: _____ **Vehicle #2 License Plate Number:** _____

APPROVED: _____

Authorized Signature from an HCI Director or your Department Head

Please return to: Daniel Betancourt
Supervisor of Safety and Security

(For Office of Safety and Security Use Only)

Lot Assignment _____ **Hang Tag Number:** _____

Explanation: _____

Authorized Signature from Office of Safety and Security