

PIERCE COLLEGE
Parking Procedure
Employees, Visitors, and Contractors

Purpose: To establish procedures for obtaining, regulating, and enforcing employee, visitor and contractor parking at Pierce College.

1. General Procedures

- a) The College provides parking lots for Certificated, Classified, Student Worker and other Unclassified employees.
- b) Certificated and Classified employees may use any Pierce College employee parking lot (except for areas designated as restricted parking areas as indicated in section 3i).
- c) The College issues parking decals, gate access cards, Temporary Parking Permits, and Special Parking Permits to provide access to designated parking lots.
- d) Deposits and fees for parking decals, permits and gate cards may be changed, subject to the approval of the College President, and may be based on recommendations by the Pierce College Work Environment Committee.
- e) Parking procedures for students are governed under separate Campus Parking, Traffic and Safety regulations provided in the Schedule of Classes and the Pierce College Catalog.
- f) All employees are required to comply with campus parking, traffic and safety regulations as indicated in the schedule of classes and/or other college publications, and as posted on the Sheriff's Department web page.
- g) Parking is provided on a first-come, first-served basis. Preferred parking areas, are provided for Vice Presidents and the President only. Special parking zones shall be considered by the Work Environment Committee and forwarded to the President for approval.
- h) Employees and other persons parking in unauthorized areas, and/or failing to properly display their parking permits, are subject to parking fines.

2. Obtaining Parking Permits (Permanent Certificated and Classified Employees)

- a) Permanent certificated and classified employees desiring to obtain parking permits and or a gate card must fill out a Parking Application which is available in the Business Office or at Human Resources.
- b) Parking permits and gate cards will be provided by the Business Office.
- c) The gate card requires a refundable deposit.
- d) Up to two (2) pre-numbered parking decals may be purchased for a non-refundable fee.

- e) Employees must follow the instructions for placement of parking decals on their vehicles.
- f) Adjunct faculty who are on the hourly seniority list may apply for a parking decal through the Business Office. In order to qualify, adjunct faculty must fill out the application and submit to the Business Office.
- g) Adjunct faculty who are not on the hourly seniority list will be provided a Temporary Parking Permit which will be valid only for the semester worked as outlined in section 3 below.
- h) Adjunct faculty may apply to have the ID card activated to function as a gate card. Activated gate cards for adjuncts shall be reviewed once per year at the start of each calendar year to insure that teaching assignments are current. The ID card can be reactivated at anytime using the application process.

3. Obtaining Temporary Parking Permits (Other Employees, Visitors and Guests)

- a) Employees desiring to obtain a Temporary Parking Permit must fill out the Parking Application and obtain employment validation on the document from Human Relations.
- b) Temporary Parking Permits will be issued at the Business Office and at the Sheriff substation. The Temporary Parking Permit will include the requesting department, location of valid parking lot, permit beginning and ending dates, and a signature / showing the authorizing party.
- c) Temporary Parking Permits will also be issued by Community Services (for Community Services students only) and by Encore Oasis (for Encore Oasis students only). Other offices on the campus may be authorized as necessary. All students must park in Pierce College student parking lots.
- d) The Sheriffs Department issues individual permits to authorized Visitors and Guests.
- e) Temporary Parking Permits are valid for up to four (4) months.
- f) Temporary Parking Permits may be used in the parking lot(s) as designated on the permit or in any student parking lot.
- g) Temporary Parking Permits must be displayed in the vehicle per the instructions provided upon issue.
- h) Temporary Parking Permit users authorized to park in employee parking lots may access employee lots via the gate located next to the tennis courts off of Brahma Drive. This gate is remotely controlled by the Sheriff's Office.
- i) Professional Experts, adjunct instructors who are not on the hourly seniority list, substitutes, provisional employees, part-time athletic personnel, and others hired on a temporary basis for a specific project or time period will be issued Temporary Parking Permits. Specific parking areas will be indicated on the Temporary Parking Permits. These employees may or may not be issued employee gate cards.

4. Student Worker Parking

- a) All Student Workers must park in student parking lots, and are not authorized to park in employee parking lots.
- b) Student Workers may not be issued employee parking decals or gate cards (Exceptions to this rule may be granted as indicated in section 6c below).
- c) Pierce College Student Workers will be issued a Temporary Parking Permit if they have elected not to purchase a student parking permit. The Temporary Parking Permit will be valid during the hours that they are working at the college. The Temporary Parking Permit may be used only in student parking lots. When the student is no longer employed at the College, or if they elect to park in the lot during the hours that they are attending class, they must purchase a Student Parking Permit in order to continue using the student parking lots.
- d) Student Workers, College Outreach Representatives, Work Study program participants, and work experience education program participants who are full-time or part-time students enrolled at other institutions of higher education may be issued a Temporary Parking Permit. These permits are valid only in student parking lots. (Exceptions to this rule may be granted as indicated in section 6c below.)

The Temporary Permit is valid only for the period and during the hours that the student is working for the College. The Temporary Permit will be issued for a period not to exceed four (4) months. It may be renewed as needed.

5. Special Permits

Building contractors, other contractors and vendors authorized to access Pierce College buildings and grounds will be issued individual parking permits. These parking permits will be issued by Administrative Services, Plant Facilities, Bond Project Management personnel or other authorized parties based on the purpose of access.

6. Exceptions

- a) Retired faculty and staff who have worked at Pierce College at least five (5) years as a permanently assigned employee with benefits are authorized to retain their existing gate card and parking permit. Retired faculty and staff who do not have a gate card or parking permit, must access the employee lots via the gate located next to the tennis courts near Brahma Drive. New gate cards will not be issued.
- b) Restricted parking areas for employees may be established as the need arises and may include street parking near the faculty offices behind the College Services Building and adjacent to the Temporary Village.
- c) All exceptions to these procedures must have the prior written approval of the College President or a College Vice President. The Work Environment

Committee reserves the right to recommend changes to the parking procedures as necessary to the College President.

Approved by:

/s/ Robert M. Garber 8/7/08

Robert M. Garber Date
President, Pierce College

/s/ Kenneth B. Takeda 7/30/08

Kenneth B. Takeda Date
Vice President, Administrative Services

Date: August 7, 2008