Ohio University Faculty & Staff
Pay to Park Policy
Final Version: July 2011

Ohio University is moving from a no cost faculty/staff parking environment to fee based parking. This transition will occur during the summer of 2011 and effective starting July 1, 2011. Benefit eligible staff will begin seeing parking fees deducted from their payroll checks beginning in October 2011. Non-benefit eligible staff will be required to purchase parking in the Parking Services office and pay associated fees at that time.

**Employee Descriptions, Associated Fees, and Opting Out**

**Benefit Eligible Staff:** Permit Fee is $150 per year. Fee includes both dark green/purple lot permits and those who were issued priority permits prior to pay to park implementation.

Benefit eligible staff are full-time and part-time Ohio University employees who are eligible for benefits such as healthcare. (See policy 41.010 and/or the Faculty Handbook for information regarding benefits eligibility.) Such staff are paid through the Ohio University payroll system and are typically classified under the following categories.

- Administrative & Faculty Groups I, II, & IV Contracts
- Classified
- Bargaining Unit

All benefit eligible University employees of the Athens campus will have the fee deducted from their payroll checks. The frequency of this deduction and amount is determined by the number of pays received by the employee; but each employee will receive an overall deduction of $150 per year.

**Non-Benefit Eligible Staff:** Permit Fee is $150 per year. Valid within Dark Green & Purple Lots Only. (or a pro-rated fee per quarter if present less than a year).

Non-Benefit eligible staff are those who are either an Ohio University employee who is not eligible for healthcare benefits or a Non-Ohio University employee requiring parking on University property. These staff may be paid through Ohio University’s payroll system; but on a contract by contract basis. Others may not be paid through Ohio University’s payroll system at all. Typically, these staff fall under the following categories:

- Administrative & Faculty Groups III Contracts
- Courtesy/Guest Appointments
- Visiting Scholars
- NBIA Employees
- Teaching Academy & Ameri-corps
- UMA Employees
- Temporary Employees (such as Career Connections)
- Interns
- Retirees
Non-benefit eligible University employees must pay their fee upon obtaining their permit. Fees will be based on the length of the permit which is based on employment or contract dates not to exceed one year at a time. Paper permits will continue to be used as dates will vary with these types of employees. Permit fees cover the parking option and not the permit type.

**Late Purchase, Refunds, Sabbatical and Long Term Absences**

For both benefit eligible and non-benefit eligible, fees will be prorated to deduct the number of months a permit was not obtained for that particular fiscal year.

Those who may have paid an up-front fee for permits may be eligible for a refund of the unused portion if a permit must be refunded.

Those who have a fee deducted from their checks will not be issued a refund as fees have been deducted as used.

Those who will be on sabbatical or off for a period of time may choose to return their permit and cease deductions from their checks. They may obtain a permit upon return, and fees will begin anew or it may be necessary to pay fees in cash until open enrollment periods begin.

**Employee Fee Opt Out (Benefit & Non Benefit Eligible)**

Employees may “opt out” of the parking fee. The deadline to opt out is July 31, 2011 and by the end of the benefits open enrollment period in future years.. It is imperative that employees wishing to opt out notify Parking Services of this desire by this date, or fees will be deducted from their payroll checks. Non-benefit eligible employees may choose to not obtain a permit, and no fees will be deducted because non-benefit eligible employees must pay at the time the permit is issued. Those who do not wish to pay the parking fee must return any valid University permit they have in their possession; and parking on campus will only be available during the times in which the dark green and purple lots do not require a permit.

Please be advised, any University employee wishing to opt-out and avoid the parking fee, must have an account in good standing with Parking Services. All fines must be paid in full prior to July 31 to participate in the opt-out process.

Staff working shifts that are during times permits are not required (partially or fully) may choose to “opt out” of the parking fee and relinquish any parking permits in their possession. If they choose to do this because they work during a time in which permits are not required, they must ensure they park within the lots only during the times in which a permit is not required.
**Temporary Permits**

Any University Employee with a valid University permit may obtain up to three (3) temporary one-day permits during one calendar year. During that same calendar year, subsequent permits needed may be purchased at $3 per day/per permit as needed.

Any University Employee who has opted out of the parking fee and does not have a valid University permit may obtain up to three (3) temporary one-day permits during one calendar year. During that same calendar year, subsequent permits needed may be purchased at $3 per day/per permit.

**Renewal Process**

The plastic faculty/staff permits will continue to be valid for a two year period upon issuance or based on the expiration date listed on the permit. However, some staff may receive notification from Parking Services requiring a new permit due to the pay-to-park transition and separation of benefit eligible and non-benefit eligible staff.

Benefit Eligible Staff will have parking fees deducted from their payroll checks. However, permits must still be renewed every two years. Staff with a DG09 permit (refer to the permit number on your permit) will be required to obtain a new permit during the summer 2011. Parking Services will notify staff with these permits via e-mail, Campus Mail, and US postal mail regarding this renewal process. Staff with DG10, DG11, and DG12 permits will not be required to obtain a new permit at this time unless otherwise notified by Parking Services.

Non-Benefit Eligible Staff who have plastic permits may be required to obtain a new permit during the transition period. Parking Services will be notifying these staff members personally of the renewal and payment process required.

However, some staff may need to renew year to year rather than every other year. As mentioned above, this will vary from individual to individual during the transition period. Benefit eligible employees will continue to obtain a new permit every two years. Non benefit eligible employees will be required to obtain a new permit each year or in accordance with their contract.

**Disability Permits & Faculty/Staff Parking**

Faculty/staff who have a handicap permit must register their disability permit with Parking Services. Disability permits must be displayed in conjunction with a University Permit. Those wishing to utilize parking on campus (disability or regular spaces) must obtain a University permit. Parking areas remain the same.
**Carpool Option**

Staff may choose to carpool. It is up to the staff member(s) to work out who is carpooling together and of the group, whom will obtain a permit. The remaining group members must opt out of purchasing a permit. The permit is registered to the individual who is responsible for the fee. This individual must then notify parking it will be used as a carpool option and list the employees who have opted out and choosing to carpool with them.

All associated vehicles must be registered. Employees who opt out may rotate use of the carpool permit as long as they are not gaining an employee parking area they could not obtain on their own. Use of a Faculty/Staff permit by an individual who is not eligible to obtain this permit type on their own may result in subsequent fines.

Each individual participating in a carpool registered with Parking Services are eligible for up to three (3) free, one-day temporary permits per calendar year to drive separately from the car pool as needed for appointments and other personal use. After three permits have been issued to a particular customer, additional permits may be purchased at $3 per day/per permit.

**Available Parking Areas**

The transition from no-cost parking to a fee-based system will not alter areas in which current or new permits are valid nor will parking become guaranteed within a lot. For example, a dark green faculty/staff permit will continue to only be valid within a dark green or purple lot on campus.

Lot closures for special events will remain as they have been in the past. Purchasing a parking permit will not allow an employee access to a lot that has been closed for an event.

**Permit Usage & Sharing**

Permits may only be used by the individual they were issued to. Permits are only transferable in carpool situations outlined in the carpool section. If an individual is not eligible to obtain the permit on their own accord, they may not utilize the permit to gain parking access in lots in which they do not typically have access or are not authorized to park in. For example, a student may not obtain parking in a faculty/staff parking area.

Customers hoping to obtain more than one permit: Customers with multiple vehicles may transfer their permit from one vehicle to another. Parking Services does not issue more than one permit per customer. The permit is registered to the individual; and as long as the individual gaining parking within a particular lot is the permit holder, it may be used within additional vehicles. Parking Services recommends registration of all personal vehicles. However, please do not register someone else’s car.
Motorcycle & Seniority (now referred to as Priority) Parking

Motorcycle parking will remain the same. However, Parking Services plans to adjust motorcycle parking during the summer of 2012; and parking fees may apply at that time.

Faculty/staff who currently have a seniority (now referred to as a priority permit) permit will pay the $150 fee as all other staff and maintain parking within the priority lot. No new priority lot permits will be issued.

Other Information

Those with a current membership allowing use of the following University facilities may purchase a time and lot restricted permit for $150.

- Wellworks
- Aquatic Center

Permit Replacement Procedures (Lost & Stolen)

Permits reported as stolen must be reported as stolen with OUPD or the associated law enforcement office where the permit was stolen. For both lost and stolen permits, replacement permits will be issued in accordance with the policy already in place for Baker University Center Garage permits. The first instance of a lost/stolen permit will be replaced for a fee of $25. Subsequent replacements must be purchased based on the remaining fee due on the lost/stolen permit.