

# **PARKING POLICY FOR LAUSD ADMINISTRATIVE HEADQUARTERS Revised August 2017**

Currently, the District provides parking for its full-time employees working at LAUSD Administrative Headquarters. The District reserves the right to implement changes to the parking policy at any time for any reason and without prior notice. Parking is a privilege and is not an employment right. Parking privileges are subject to compliance with this policy and the parking rules and regulations as such may be modified from time to time. Interim parking arrangements may be made for employees at the District's discretion.

## **I. Parking Assignments**

District full-time employees assigned to LAUSD Administrative Headquarters may be assigned parking at one of the locations below or can choose to participate in the LAUSD Transit Subsidy Program (see section II below).

The parking locations below are subject to change from time to time:

<b>B1:</b>	<b>LAUSD Administrative Headquarters Garage 333 South Beaudry Avenue (restricted to District employees) (Height: 6'3")</b>
<b>B2:</b>	<b>Pacific Stock Exchange Building Garage 233 South Beaudry Avenue (Height: 6'6")</b>
<b>Visconti:</b>	<b>The Visconti Apartments Garage 1221 W. Third Street at Boylston (visitor and monthly) (Height: 7'2")</b>
<b>Huntley:</b>	<b>1159 Huntley Drive Surface Lot N/E Corner of Miramar and Boylston (For pre-approved oversized vehicles &amp; overflow visitor parking only)</b>

Note: All current versions of the forms referred to in this document are available online by clicking here: [Parking Forms & Information](#). The District's *Visitor Parking Policy* is located on this site as well.

## **A. Parking Assignment Seniority**

Subject to height restrictions and available capacity at each parking facility, parking assignments will be made in District parking facilities using the following criteria:

1. Based on the Step 5, A Basis pay rate, or the equivalent, for each employee's position. Where there are multiple individuals with the same pay rate at the cutoff level and not all can be accommodated, years of service will determine the final assignment.
2. For a limited number of assignments to B1, based on completed full years of service with the District as calculated by the District on or about July 1 of each year.
3. Based on accommodation for physical disabilities.

In addition, Board Members may be entitled to designate certain administrative employees to receive a B1 assignment. District-owned pool cars will be assigned to the B2 garage. Reserved parking within B1 is limited and assignments are subject to the approval of the Executive Director, Division of District Operations.

Parking assignments for a given parking facility may not be available at any given time and new employees may be given parking assignments at other locations based on availability. Parking assignments are subject to change at the sole discretion of the District. The District will generally adhere to the parking assignment protocol, but temporary variations may be expected.

As a result of implementing this Parking Policy, District personnel may be asked to relocate their parking location at any time.

## **B. Waiting Lists**

Between periodic restacks, a new employee assigned to Headquarters or an employee whose position changes, may not receive the appropriate parking facility assignment for their positions if space is not available in the appropriate parking facility. In these cases, an employee will be placed on a waiting list ranked in order of the Step 5, A Basis pay rate. The highest on the list will be assigned to the correct parking facility when space becomes available. In addition, a separate waiting list for a B1 assignment will be maintained based on years of service.

## **C. Periodic Restack**

Periodically, typically once every year, parking assignments for all employees will be reviewed and readjusted to conform to this policy—including those on any wait lists. At that time, those employees being affected will be notified in advance of their new parking assignment.

## **D. Parking Assignment Exceptions**

There will be no exceptions to this Parking Policy without written approval of the Executive Director, Division of District Operations. District employees who have special work-related parking needs may complete a *Parking Assignment Exception Request* with the approval of their immediate supervisor. Special parking needs may entail any non-medical issue where proximity of parking location impacts the efficiency of the individual. Each request will be considered on a case-by-case basis. To request an exception, follow these steps:

1. Complete the *Parking Assignment Exception Request* form
2. Obtain the following signatures:
  - a. Your Director
  - b. Your Division Head
  - c. The Executive Director, Division of District Operations
3. Submit the fully completed original form to the Office of the Building. No changes will be made without prior written approval.

## **E. Parking for Employees with Disabilities**

Parking for employees with disabilities is located at each of the parking facilities currently used by the District for Headquarters employees. **Please be aware of the height clearance at each parking facility.**

If special accommodations are required for employees with permanent or temporary disabilities, parking may be assigned to B1 or B2 subject to vehicle height limitations and availability. For these special parking assignments, the *LAUSD Access Badge Request* form will be required as well as written approval of the Reasonable Accommodations Unit within Risk Management.

Employees with disabilities who also receive a transit subsidy are limited to parking in District parking facilities no more than 12 work days per year. ***An employee with disabilities cannot receive both the transit subsidy and parking privileges and must select one. Any employee with disabilities will be removed from the Transit Subsidy Program if said employee parks in any District parking facility more than 12 work days per year.*** See Section II below.

**F. Parking for Consultants and Contract Professionals Located within LAUSD Administrative Headquarters**

All consultants and contract professionals shall pay for parking. Subject to availability and the discretion of the District, consultants and contract professionals may be given the opportunity to park in District parking facilities EXCEPT that no parking will be provided in B1. The current charge for parking for consultants and contract professionals is \$165.00 per vehicle per month regardless of the location. This amount is subject to change. Consultants and contract professionals must make arrangements and payments for parking through the Office of the Building. Consultants and contract professionals are not eligible to participate in the Transit Subsidy Program.

New contracts and future contract amendments must provide that parking be paid for by the contract professional.

**G. Parking for Interns, Temporary and Temporarily Re-assigned Employees**

Interns and temporary/substitute employees working full time at LAUSD Administrative Headquarters will be given temporary access to park at one of the District's parking facilities without consideration of pay rates. When a temporary employee is made permanent, he or she may be relocated to a different District parking facility based on the pay rate procedure above and subject to availability. Interns, part time and temporary employees are not eligible for a transit subsidy.

**H. DISTRICT Employee Parking at Visitor Locations**

An employee must park at his or her assigned location. Unless directed by Security or the Office of the Building, employees are not authorized to park at any District visitor parking locations. If an employee parks at any District visitor parking location, the employee may be required to pay for parking. In the case of lost, misplaced, or disabled badges, the employee should continue to park in his or her assigned parking structure by pulling a parking ticket and obtaining validation from the Office of the Building or, in the case of B1, by obtaining access through Security. District employees having problems with equipment or badges should contact the Office of the Building at (213) 241-1320 immediately after arrival at Headquarters.

An employee may be directed to other parking facilities if his or her assigned parking facility is full.

**NOTE:** *Due to the limited availability of visitor parking, unauthorized District employees, consultants or contract employees who park in visitor parking and obtain District validations will be subject to progressive discipline, including removal of parking privileges, parking fines of \$25 per violation and the towing of their cars. Department heads are expected to monitor and control the issuance of all validation stickers. Directors are required to sign off the visitor validation logs and the Parking Validation Book Request form.*

## **I. Disabling Access to Parking for Non-Use**

Due to the limited availability of parking spaces, parking will be removed from access cards if an employee does not access his or her assigned parking facility for more than 30 consecutive calendar days without notice. If reactivation is required, or if an extended leave is planned, please contact the Office of the Building. **Note: that the original parking assignment may not be available on return.**

## **J. After Hours Parking**

Employees holding a valid Headquarters photo access badge may enter the B1 garage between 4:00 P.M. and 1:00 A.M. weekdays, and all day weekends and holidays, regardless of the parking facility assigned. Employees using B1 for after-hours parking must exit the garage prior to 6:00 A.M. the following District work day. Violators will be subject to the penalties outline in Section V below.

## **K. Extended Overnight Parking**

A vehicle may not park in any District parking facility for more than 24 consecutive hours. Any vehicle parked in any District parking facility in excess of 24 consecutive hours may be towed at the expense of the owner of the vehicle. District-owned vehicles may park at any parking facility designated by the District for an indefinite period of time. If your vehicle is broken down and cannot be moved, please notify the Office of the Building.

## **II. LAUSD Transit Subsidy Program**

When an employee uses public transportation, carpools or ride shares, or other alternative means of transportation to get to LAUSD Administrative Headquarters and does not park any vehicle (including motorcycles) in any District parking facility, the District saves money on parking passes. The District is not required to provide parking and the parking privileges it provides to employees is an expenditure of general funds. To encourage employees to use alternate transportation to get to Headquarters, the District offers incentives in the form of transit subsidies. Eligible employees must apply and qualify for a subsidy. Eligible employees may receive one (1) type of subsidy and the mode of transportation that is used the majority of time during a year will determine the type of subsidy. **Interns, part time and temporary employees are not eligible for a transit subsidy.** The current subsidy rates are as follows:

- \$55.00 per month, tax free if you take public transportation (bus or train), and can provide receipts; or
- \$55.00 per month and taxable for all other modes of transportation to work.

**The above subsidy amounts and policies are subject to change.** Subsidies are paid via payroll. To apply for the Transit Subsidy Program and additional information contact the Office of the Building at (213) 241-1320.

For carpoolers, only the designated carpool driver may receive a parking assignment. Carpool drivers will receive a subsidy and will be assigned parking in B1, B2 or Visconti depending on their pay scale and availability. All others receiving a subsidy will not receive a parking assignment.

Employees in the Transit Subsidy Program and who are not designated carpool drivers may park 12 work days per calendar year at the Visconti visitor garage. Validations are *only* available at the Office of the Building. ***Departments are not allowed to validate employees in the Transit Subsidy Program.***

Employees in the Transit Subsidy Program who require special parking accommodation must contact the Office of the Building prior to parking. Any parking accommodations provided will be counted towards the 12 work days per calendar year allotment. After an employee has parked 12 work days in any District parking

facility, that employee must either withdraw from the Transit Subsidy Program or, if the employee elects to stay in the Transit Subsidy Program, find a non-DISTRICT parking facility and pay for his or her own parking. They are not to use District parking. For more information on the Transit Subsidy Program, please see

### **III. Reconciliation of Department Personnel Database**

The Office of the Building conducts periodic surveys of each department to verify current District employee information. Verification data requested may include name, position and salary grade, location (floor, cubicle or office number), phone number, email, directors, department (including division, branch, unit), vehicle information and status. Receiving timely and accurate data is critical to parking and fire life safety procedures. **This information must be provided to the Office of the Building within one week of each request. Failure to report could result in disruption of parking privileges.**

### **IV. Electric Vehicle Charging**

Currently, Headquarters parking facilities are not equipped with charging stations. When possible and necessary, the Office of the Building may accommodate electric vehicle charging subject to the payment of a usage fee. It remains the vehicle owner's primary responsibility to adequately charge his or her personal vehicle offsite. Unauthorized use of District power for vehicle charging is subject to loss of parking privileges and a \$50 per incident fine. Click here for policy and sign-up instructions: [EV Charging Policy and Forms](#). Contact the Office of the Building for more information.

### **V. Violations of Parking Policy, the Subsidy and Validation Programs**

Adherence to the Parking Policy and to parking rules and regulations is critical to the successful parking of all District employees. **Failure to follow the Parking Policy may result in a \$25 fine for the first offense, \$50 for the second offense and \$100 each for the third and subsequent offenses. In addition, any violations may result in the termination of parking privileges, vehicle towing at the expense of the vehicle owner, and other disciplinary action. The fine for unauthorized vehicle charging is \$50 and potential loss of parking privileges.**

All forms and procedures referenced here are available on the LAUSD Administrative Headquarters website at [LAUSD Admin Headquarters](#). Any additional questions concerning District parking policies may be directed to the Office of the Building at (213) 241-1320.