



ADMINISTRATIVE REGULATION
AND PROCEDURE

Title: PARKING ASSIGNMENTS – NON REPRESENTED
EXEMPT EMPLOYEES

Code: GG0100

Policy Reference: N/A

1. The purpose of this procedure is to assign and control parking areas, districtwide, in an equitable manner to serve the best interests of the college.
2. Parking will be provided for non-represented exempt employees, whenever possible, at all campuses.
3. Assignments will be made based on the criteria listed in descending order:
 - a. Salary (regardless of grade)
 - b. Seniority
4. Assignments are made based on current information supplied by the Human Resources Department. Disputes regarding pay bands, salary, or seniority shall be resolved with the Human Resources Department.
5. Individuals who are assigned temporary or interim positions will not be assigned priority parking based on those temporary or interim assignments.
6. When an individual is promoted to a higher pay band or receives an increase in a salary that would necessitate a parking reassignment, that reassignment will not take place until the next time parking assignments are made either in May or August that year.
7. Parking must be purchased at the campus at which you are assigned and where the majority of your work is performed.
8. As new employees are hired, they will be assigned parking based upon the criteria listed above.
9. Promotions, disabled parking, and new hires can result in the relocation from one parking area to another.
10. The current practices related to employees who are physically challenged will remain the same.
11. Should a represented employee take a non represented position, he/she will retain his/her original date of hire seniority for purposes of being assigned parking providing there has been no break in service.

Office of Responsibility: Facilities

Last Reviewed: May 5, 2022