



AP 407 – OFF-STREET PARKING (EMPLOYEES/NON EMPLOYEES)

BACKGROUND

Saskatoon Public Schools shall provide off-street parking facilities where available adjacent to all schools and offices, and to the extent that such space is provided, parking will be allocated to employees of the Division. Daycare staff parking and non-employees will be provided with parking dependent on availability.

PROCEDURES

1. Employees

1.1. General

- 1.1.1. Employees using a parking space shall be required to pay a parking fee as determined annually. Payment will be via payroll deduction or a payment arrangement approved by the Payroll Department.
- 1.1.2. Employees shall park their vehicles at their own risk and the Division shall not be liable for any damage to vehicles in the parking lots, with the exception of coverage provided under Administrative Procedure 518 : Insurance.
- 1.1.3. Misuse of parking privileges or failure to pay required parking fees may result in the withdrawal of parking privileges.
- 1.1.4. Subletting of allocated parking spaces is not permitted.
- 1.1.5. Special parking stalls for employees with disabilities will be provided on a case-by-case basis.
- 1.1.6. Parking space allocations are neither permanent nor guaranteed.

2. Non-Employees

2.1. General

- 2.1.1. Non-Employees using a parking space shall be required to pay a parking fee of \$20.00/per stall/month. Payment will be payable by cheque to Saskatoon Public Schools and sent into the Accounting Department.
- 2.1.2. Non-Employees shall park their vehicles at their own risk and the Division shall not be liable for any damage to vehicles in the parking lots.
- 2.1.3. Misuse of parking privileges or failure to pay required parking fees may result in the withdrawal of parking privileges.
- 2.1.4. Subletting of allocated parking spaces is not permitted.
- 2.1.5. Parking space allocations are neither permanent nor guaranteed.
- 2.1.6. Parking fee costs for Joint-Use Agreements will be dealt with on a case by case basis.



3. Schools

- 3.1. Priorities for space in school parking lots shall be determined by the school Principals.
- 3.2. At the beginning of each school year, school staff may request the assignment of a parking space through their school Principal. Provisions will be made for any locations covered by the, Child Care Act and Regulations, governing daycares . Any remaining available space may be requested and assigned for non-employees by the school principal.
- 3.3. School Principals shall forward to the Payroll Manager the names of those employees (I) in the schools who have been assigned a parking space. They will also forward a list of non-employees who have been assigned a parking space to the Manager of Accounting Services and the Manager of Operations.

4. Administrative Buildings

- 4.1. Parking at Central Office will be provided to employees if and when available, based on the following priorities.
- 4.2. Priorities for space at administrative buildings shall be determined by the Human Resources and Facilities Sections, such priorities shall include:
 - 4.2.1. Space for employees who require a car to perform their duties;
 - 4.2.2. Other employees who regularly use a motor vehicle to travel to and from work at least 50% of the time, based on the following priorities:
 - Member of Administration
 - Mid-management
 - All other employees according to seniority
 - Temporary, part-time and contract employees including employees who are assigned to Central Office on a less than full-time basis.
 - Casual employees will only be provided a parking space if there is one available. There will be no fee associated with the provided parking space. Parking spaces for casual employees are neither permanent nor guaranteed.
- 4.3. Employees requesting parking space at the administrative offices shall make application to the Superintendent of Facilities. The Superintendent of Facilities will forward to the Payroll Manager the names of those employees who have been assigned a parking spot.
- 4.4. Employees on regular contract at Central Office for whom a parking spot is not available or who choose not to be designated a parking spot may be compensated for the cost of a monthly pass based on the current rate with Saskatoon Transit Services.
 - 4.4.1. Employees described above who purchase bus passes should submit their receipts on a monthly basis to the Payroll Manager.