



<p>Team Name: Finance Leadership</p> <p>Team Lead: VP - Finance &amp; Planning</p> <p>Approved by: VP - Finance &amp; Planning</p>	<p>Reference Number: ORG.1310.PL.004</p> <p>Program Area: Finance</p> <p>Policy Section: General</p>
<p>Issue Date: December 4, 2015</p> <p>Review Date:</p> <p>Revision Date: March 6, 2020</p>	<p>Subject: Parking</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**POLICY SUBJECT:**

Parking

**PURPOSE:**

To ensure that there is a fund established to provide for the costs of maintaining and repairing staff parking lots for Southern Health-Santé Sud owned and leased locations.

**BOARD POLICY REFERENCE:**

Executive Limitations (EL-04) Planning & Budgeting

**POLICY:**

All vehicles parking on Southern Health-Santé Sud property are to park in designated lots and comply with all the parking regulations. Staff parking fees will be administered in an equitable manner. Revenue generated from parking fees will assist in maintaining and upgrading parking lots, electricity, snow clearing and rental fees.

Staff of related organizations (DSM, Medical Clinics) who park in designated parking areas are also required to pay parking fees. Separate payment arrangements shall be made with those organizations or individuals.

Southern Health-Santé Sud employees who do not comply with the policy will be issued a warning. Should a second offence occur the vehicle may be towed, at the discretion of Maintenance staff. The cost of such towing will be the responsibility of the employee. Repeated parking violations may result in the cancellation of parking privileges.

**PROCEDURE:**

- Visitor and Public Parking is reserved for the general public for visiting and/or accessing regional services and facilities and is not to be used by staff based at that location.
- All vehicles must display a Southern Health-Santé Sud and/or site specific parking tag. These tags are available in facility business offices or regional offices. Upon completion of Parking Fee Deduction Consent Form (ORG.1310.PL.004.FORM.01), parking tags will be issued subject to availability of parking space. Staff with a tag who park their vehicle on site premises, may park in any staff designated “staff” unless specifically reserved.
- One parking tag will be issued to the applicant. If a second tag is required, it can be purchased by the applicant at a cost established by Southern Health-Santé Sud. Replacement cost for tags that are reported missing or lost are the responsibility of the applicant.
- Parking fee of 7.0 cents per worked hour will be established for all staff requesting a parking space, with the exception of the following who will be exempt:
  - Those staff paying parking fees to other agencies while in the employ of Southern Health-Santé Sud. The employees based where Southern Health-Santé Sud leases space will continue to abide by the specifications in the lease agreement and
  - Where no parking space has been made available (e.g. only street parking available)
- Parking fees will be deducted from payroll on a bi-weekly bases, year round.
- Upon termination of employment or cancellation of parking privileges the parking tag(s) must be returned to the business office of the respective site.
- Parking fees will be reviewed every two years and will be based on the provincial rural average of RHAs.

**SUPPORTING DOCUMENTS:**

[ORG.1310.PL.004.FORM.01](#) Parking Fee Deduction Consent Form