North Carolina
Department of Environment
and Natural Resources

Operating
P R O C E D U R E S

Section: Purchase and Services

Subject: Parking

Approved By: DENR Secretary

Eff. Date: 1997
Revised: 2001

Parking Space Assignment:

The following outlines the parking procedures for the Department of Environment and Natural Resources:

1. New parking spaces assigned to DENR or those vacated through resignation, reassignment, retirement or transfer of employee to another department will be filled under this system.

2. Vacant spaces will be assigned from applications submitted to the Department Parking Coordinator (use form **G.S. PK-1-3-91)**. This includes those employees already having an assigned space, but wish to move to a space that is close to their workplace.

3. Employees requesting a change in parking assignment must submit a dated application, which can be obtained from DENR Personnel/Human Resources or the Department Parking Coordinator. All locations in which a space would be accepted must be indicated on this form.

4. If no space is available at the time the application is submitted, the employee's name will be place on a waiting list.

5. A seniority system will be used in assigning all vacant spaces. New employees will not be assigned spaces in any lot if there is a waiting list of current employees.

6. Employees will not be allowed to exchange parking spaces between themselves in any parking lot.

7. New employees will be assigned parking spaces on a first-come, first-serve basis. The limited availability of parking spaces for Raleigh based employees has resulted in a waiting list for space assignment. New employees should expect to be placed on a waiting list until a space becomes available.

8. A new employee is responsible for contacting the Department Parking Coordinator to request a parking space. A parking application must be completed and returned to the Department Parking Coordinator for an employee to be considered for a space. Applications will be included in the orientation package from DENR Personnel/Human Resources for those employees working in Raleigh. A map of all parking lots is included with each application for reference. If a parking space is not available at that time, the employee's name, office number and date of request will be logged on a waiting list. The employee will be contacted by the Department's Parking Coordinator when a parking space becomes available. When a new employee is hired, that individual's supervisor may request a parking space in advance by submitting an application to the Department Parking Coordinator on the new employee's behalf.

9. When a DENR parking space is assigned, the employee must complete a **DOA-SBD-PP-15** form. Payment of the first month's rent is required as payroll deduction covers rent for the following month. For example, January's payroll deduction is for February's rent.

SPACE TERMINATION:

Assignee is responsible for contacting the Department Parking Coordinator for termination of his/her parking space. The Department Parking Coordinator will complete a **DPA-SBD-PP-115** form and inform the employee if he/she is due a refund for their parking space. Any amount less than $5.00 will not be refunded.

REFUND:

If a refund is due on a parking space, the refund parking form (**DOA-SBD-PP-115**) must be completed. The Department of Administration processes refund forms and it takes approximately six weeks to receive the refund check by mail.

TEMPORARY LEAVE WITH PAY:

If a assignee is going to be on temporary leave without pay for a month or more (maternity leave, illness, etc.) it is his/her responsibility to contact the Department Parking Coordinator so that proper arrangements can be made regarding the parking space. Assignee's options are as follows:

- Sublet the parking space through the Department Parking Coordinator for the period of time absent.

- Mail a check in monthly to the Department Parking Coordinator.

- Pay the balance in advance for the time that the assignee will be absent on leave Assignee will be responsible for any unpaid balance while on leave. As long as these guidelines are followed, the parking space will not be reassigned.

VEHICLE(S) ILLEGALLY PARKED IN STATE GOVERNMENT PARKING LOTS:

Any vehicle parked in a parking space not assigned to the driver is in violation of State Government Parking Rules and Regulations and will be subject to removal (towed away) and impoundment at the owner's expense. Only the assignee of the parking space can contact Capital Police to have a vehicle removed from his/her parking space.

If the assignee should find a vehicle illegally parked in his/her parking space the following procedures apply:

- Contact the Capital Police, give your name, lot number, parking space number and license plate number of the illegally parked vehicle. You have two options:

- Request the vehicle be tagged with a warning ticket or

- Request the vehicle be removed. Capital Police will check with State Parking Coordinator to see if the owner of the illegally parked vehicle is a state employee. If so, the employee will be contacted by Capital Police and informed they are illegally parked and must move their vehicle immediately or their vehicle will be removed.

- If you requested the vehicle to be removed Capital Police will notify you when your space is clear.

- You may contact the Department Parking Coordinator to see if there is an available space to park temporarily while the situation is being handled by Capital Police.

If an employee/visitor vehicle is illegally parked and subsequently towed, the operator must first see Capital Police, located in the Physical Plant Building, 431 N. Salisbury Street for vehicle release form. Capital Police will provide transportation to the impounded vehicle. A towing fee must be paid to the towing services before the vehicle is released to the operator. The provisions of the Code of the City of Raleigh and the applicable State law permitting such removal have been complied with, in that the entrance to each parking lot contains the proper warning signs.

VISITOR PARKING:

A certain number of parking spaces designated Visitor Parking are reserved for tourists or others visiting State Government buildings and for use by persons (other than state employees) transacting business with an agency or department of the State. Any vehicle other than a bonafide visitor parked in Visitor Parking will be subject to removal at the expense of the operator.

State employees from outside Raleigh, who do not have space assignment in the downtown area, should park in visitor lots when visiting the State Government Complex. A fee will be charged for all parking. Employees may be reimbursed for parking through their division.

There are two visitor lots within close proximity to buildings occupied by DENR. Visitor lot number 1 (60 spaces) is located off Wilmington street with access from Polk Street. Visitor lot number 2 (200 spaces) is on the bottom floor of Lot 75 and may be accessed from either Salisbury Street or McDowell Street.

SEE ALSO:

- G.S. 143-340

- N.C. State Government Parking Rules and Regulations