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<b>Policy Title:</b> Parking City Hall Garage	<b>Policy Number:</b> MISC-02
<b>Version Number:</b> 1	<b>Version Effective Date:</b> 12/14/2022
<b>Issuing Department:</b> Human Resources	<b>Approved By:</b> Chief Human Resources Officer

## **POLICY**

The responsibility of the City Hall Parking Garage is under the authority of the Director of General Services.

## **PARKING SPACE ASSIGNMENTS**

As parking spaces in the City Hall Parking Garage become available, the spaces will be assigned on a seniority basis to regular, appointed and grant-funded employees who work in City Hall. Temporary or part-time employees are excluded from the assignment provisions of this policy.

The assignment of parking spaces and issuance of parking decals shall be the responsibility of the Director of General Services Division.

Employees, who have been assigned a City Hall Parking Space, do not have the authority to lend or to give the parking space to anyone else.

It is incumbent upon all Division Directors to immediately notify the Director of General Services or designee when one of their Division employees vacated his/her assigned space in the City Hall Parking Garage by transfer or separation from payroll.

## **HANDICAPPED PARKING**

Spaces are reserved for City Hall employees whose handicap requires on-site parking as designated by medical documentation.

## **OTHERS**

Because of the nature of their job duties and as circumstances dictate, employees, such as Division Directors, Deputy Directors, City Attorneys, City Council Members, and Executive Secretaries who work in City Hall shall be assigned spaces in the City Hall Parking Garage as spaces become available.

## **VISITOR AND IN/OUT PARKING**

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Visitors and In/Out parking spaces are approved and allocated by the Director of General Services on an as needed/as available basis.

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## **VIOLATIONS**

A violation of this policy may result in disciplinary action by the employee's Division Director. Discipline may include, but not limited to, loss of approval to park in the City Hall Parking Garage. Additionally, parking citations may be issued by the Memphis Police Department for violation of this policy.

## **POSTING**

All Divisions of City of Memphis Government shall make their employees aware of the Parking/City Hall Garage Policy and post this policy on all employee bulletin boards located within their Division.