



<i>Category:</i> Non-Clinical	<i>Department:</i> <b>Administration</b>
<i>Title:</i> <b>PAID PARKING POLICY</b>	

## 1.0 POLICY

Parking at the NSHN will be offered on a fee basis to all who wish to park on the premises.

This policy is publically available on the NSHN website.

All users of the parking facilities must comply with the terms and conditions posted within the parking lots and within this policy:

- A parking pass is for the exclusive use of the designated individual.
- Individuals regularly paid through the Health Network payroll, with the exception of casual employees, who wish to obtain a parking pass may request a payroll deduction.
- Medical Staff and Family Health Organization employees must obtain a parking pass.
- Visitors who wish to purchase parking passes will pay in person at the Admitting Office.
- Reimbursements will not be issued.
- A \$10 fee will apply for misplaced passes.
- Employees shall respect patient and visitor parking by parking in the furthest areas away from the public entrance of the Health Network and Huron Shores Family Health Team.
- Failure to comply with parking policy, terms and conditions may be subject to loss of parking privileges.
- Handicap parking will be permitted by appropriate permit only.
- NSHN is not responsible for any damages incurred to vehicles while parked on the NSHN property.

This policy provides principles and procedures for paid parking at the North Shore Health Network (NSHN).

## 2.0 SUPPORTIVE DATA – Not applicable

## 3.0 ROLES AND RESPONSIBILITIES

The Responsible Authority or his/her Delegate is responsible for implementing and maintaining this policy/procedure/protocol. Workers, Managers and specific Departments may also have roles and/or responsibilities outlined in this procedure.

- Those parking on the premises will respect and not damage the parking equipment. Any misuse of the parking equipment, such as, but not limited to, breaking of the barrier gate, will result in an invoice being sent to the individual who caused the damage.
- The parking equipment will be monitored at all times by security cameras.
- If there are any issues with the parking equipment, press the intercom button at the gate and someone will assist you.
- Tokens will be available at the Admitting Office.

### 3.1 Department

- Admitting Department
  - Is responsible for providing the tokens to volunteers or anyone that Senior Management deems appropriate, excluding themselves and any immediate family members

- Finance Department
  - Is responsible for processing payroll deductions based upon the Deduction Authorization Form.
  - Enter next Department's Role &/or Responsibility in bullet point. Add or delete bullet point, as required.

#### **4.0 PROTOCOLS – Not applicable**

#### **5.0 PROCEDURES - Parking Pass Issuance and Rates**

##### **5.1 General Parking Information**

- The standard parking rate is \$3 upon exit.
- Discounted parking rates are also available to patients and family members who wish to purchase parking passes. In such cases Parking passes may be purchased on a:
  - Monthly basis at a rate of \$25.00/month
  - Weekly basis at a rate of \$15.00/week
  - Annual basis at a rate of \$250.00/year
  - Payment must be made in advance at the Admitting Office and a Parking Pass Application Form must be completed.
  - Payment shall be made by major credit card (Mastercard, VISA). The cardholder will be billed weekly, monthly, or annually until the pass is returned.
  - If payment is by cash, a \$10 deposit is required, which will be reimbursed upon return of parking pass at the agreed upon expiry date. If the pass is returned after the expiry date, the cardholder will be charged for the additional month (s).
- A complimentary 15 minute parking coupon may be obtained at the main entry gate. Reinsert the coupon at the main exit gate within the time period.

##### **5.2 Individuals regularly paid through the Health Network's payroll system**

- Parking passes are issued and distributed by Human Resources.
- Requests for payroll deduction for parking passes must be made by completing a Deduction Authorization Form and submitting it to Human Resources.
- An individual who wishes to obtain a parking pass payable through payroll deduction will be charged:
  - \$25.00 per month, or,
  - \$250.00 per year
- An individual wishing to pay annually will do so each March. Anyone hired before March will purchase a monthly pass until the annual payment can be paid in March.
- Casual employees will not have the option of payroll deduction.

##### **5.3 Medical Staff, Locums, and Family Health Organization employees, and Students**

- Parking passes are issued and distributed by Human Resources.
- Payment must be made in advance at the Admitting Office and a Parking Pass Application Form must be completed
- Parking passes may be purchases on a:
  - Monthly basis at a rate of \$25.00/month
  - Weekly basis at a rate of \$15.00/week
  - Annual basis at a rate of \$250.00/year
- An individual wishing to pay annually will do so each March. Anyone purchasing a pass before March will purchase a monthly pass until the annual payment can be paid in March.
- Payment shall be made by major credit card (Mastercard, VISA). The cardholder will be billed weekly, monthly, or annually until the pass is returned.
- If payment is by cash, a \$10 deposit is required, which will be reimbursed upon return of parking pass at the agreed upon expiry date. If the pass is returned after the expiry date, the cardholder will be charged for the additional month(s).

#### **5.4 Board Members**

- NSHN and NSHN Foundation Board members while attending NSHN business are entitled to free parking and can obtain a parking token from the Executive Office.

#### **5.5 Volunteers**

- Volunteers are entitled to free parking when volunteering their services. Volunteers may retrieve parking tokens from the Admitting Office.

#### **5.6 Lost, Damaged and Returned Passes**

- Parking passes remain the property of NSHN and must be returned to Human Resources upon termination of employment. All other parking passes must be returned to the Admitting Office.
- A replacement fee of \$10 will be charged for lost passes. This fee will be paid by the NSHN employees through payroll deduction or to the Admitting Office by all other individuals who require a replacement pass.
- Damaged passes will be replaced at no charge.

#### **5.7 Monitoring and Compliance**

- Access to handicapped spaces will be monitored on an ongoing basis. If it is determined that there is a demonstrated need for additional spaces then adjustments to the number of spaces will be implemented.
- Parking of vehicles is only allowed in lots and designated areas. Vehicles parked in unauthorized areas may be ticketed and may be towed at the owner's expense at the discretion of the Health Network.

### **6.0 INFORMATION MANAGEMENT**

#### **6.1 Definitions – NOTE: For definitions not included here within; see NSHN Master Definitions**

Main Gate	Means the main entrance to the Health Network entering or exiting Highway 17.
Volunteers	Means when an individual has registered as part of the NSHN Volunteer program and is volunteering their time to NSHN patients and/or residents.

#### **6.2 Related Documents**

- Code of Conduct Policy
- Parking Pass Application
- Deduction Authorization Form

#### **6.3 External References – Not applicable**