

## UNC School of Medicine Working Forward Space Optimization Committee: Parking Allotment Guidelines for the 2022-2023 Parking Year

### Executive Summary

The UNC School of Medicine (SOM) began the consolidation of parking allotments at the urging of the University Transportation & Parking Office (UT&P) in the 2021-2022 parking year. The consolidation process will help us better meet the parking needs of our growing School, provide more transparency in how parking is assigned, and allow for consistency in parking assignments across SOM departments and centers.

We acknowledged that for our employees, parking is always a sensitive topic. These new guidelines will keep existing employees (faculty, staff, and leadership) parked where they are currently assigned (excluding expiring 1-year waitlist assignments) and offers existing employees a new internal waitlist process to improve their parking assignments over time as their careers progress with us.

These general guidelines for new employees provides the SOM Parking Administrator, departments and centers and their parking coordinators consistent guidelines when welcoming new employees.

University Policy 1127 states that a permit for parking is not required as a condition of employment, and that departments should not pay for employee parking. Parking used as a recruitment/retention tool is generally discouraged.

The consolidation is proposed as a multi-year process, with flexibility to make minor adjustments as needed in future years.

### Background

In June 2021, the UT&P approached the SOM with the recommendation to consolidate parking allotments to address parking inefficiencies and inconsistency in how parking assignments were made across SOM departments and centers. Each department at that time was responsible for managing allotments as assigned by the UT&P.

Starting with the 2021-2022 parking year, the SOM began the allotment consolidation process. A SOM Parking Administrator was hired as a key point of contact between the UT&P and SOM department parking coordinators. Although changes to department allotment policies were not altered initially, over time it has become clear that there is a need for global SOM parking allotment guidance to assist departments and centers and their parking coordinators with parking decisions that are both consistent and meet the needs of all three missions across the SOM.

In reviewing the overall allotment of spaces across all departments and centers, the committee found that – after adjusting for departments and centers that do not park faculty in their allotments - there was consistency in parking allotment preference that was not initially apparent. Parking across the SOM was traditionally assigned with these priorities:

- 1) Leadership role
- 2) Faculty (most by TSSD – Total State Service)
- 3) Staff (by TSSD)

Our recommendations follow this existing order with some adjustments to better address specific SOM needs, ensure that staff have access to parking, create consistency in allocation across

departments, centers, and employee types, and allow for flexibility in addressing the unique parking situations in our departments and centers on a case-by-case basis.

### **Developing the Guidelines for the 2022-2023 Parking Year**

The Working Forward Space Optimization Committee, as part of its launch, identified the need for three subcommittees. The P&T subcommittee (Patty Saponaro, Subcommittee Chair and ACA in the Department of Radiation Oncology; Dr. David Zvara, Chair of the Department of Anesthesiology; Robert Smith III, ACA in the Department of Neurology; Martha Modlin, Assoc. Director of Business Operations in the Dean's Office; Tom Loter, Senior Project Manager, SOM Planning Office) was charged to provide guidance on the current parking consolidation, and, over time, review the larger transportation needs of our growing School.

This subcommittee created a workgroup that invited input from subject matter experts: SOM Parking Administrator Colette Harley, Parking Coordinators representing our three missions: Becky Phelps (Education/Administrative/Staff), Nick McBride, (LCCC/Center/Staff), Cara Marlow (Genetics/Basic Science Fac/Staff) and Jamie Foster (Dept. of Medicine/Clinical/Fac/Staff); Melissa McCraw (Staff); and Chassem Anderson and Amanda Simmons, from the UT&P. A survey of SOM parking coordinators identified key pain points and served as the basis for our work.

Key areas to address:

- Address the need for parking close to the hospital to meet practice responsibilities at the Medical Center.
- Explore ways to manage demand; the demand for on-site parking at the University exceeds supply. The SOM has approximately 2,500 staff members and 2,200 faculty members. The SOM, each year, is assigned parking for roughly 69% of its employees. This is similar to allotments across campus. We do not have the capacity to park all employees, but not all employees desire parking.
- Work with allotments provided by UT&P, which change from year to year. This year, our allotment is comprised of 9% Bell Tower Deck, 26% Cardinal Deck, 22% Jackson Deck, 22% Craige Deck, and 13% S11. The balance of our allotments is spread across surface lots adjacent to Mason Farm Road or other SOM spaces not on South Campus.
- Ensure that staff parking needs are met and applied consistently across departments and centers; temporary employees have been offered more proximate parking than permanent employees in some cases, based on parking allotted to a department. Additionally, there is a need for a mechanism to ensure that longevity is rewarded with more proximate parking assignments over time.
- Maximize our available parking allotment. Increase use of less proximate surface lots and better utilize different parking permits that were introduced during the pandemic: Flex parking (parking 3 days or less each week) and Assigned Daily Parking (parking in an assigned deck/lot 1 day a week or less). Assigned Daily options are currently underutilized by employees with annual permits who are rarely on-site. Broader communication and use of these options would maximize available parking for our School.
- Create a Parking Advisory Committee (PAC), with faculty and staff representatives, to serve as a resource for the Parking Administrator in addressing unique parking requests or appeals.

- Work with department parking coordinators to adopt these guidelines and create processes to assign and adjust parking as needed throughout the parking year, with an emphasis on timely responses and communication.

## **Parking Allocation & Process Guidelines for the 2022/2023 Parking Year**

The committee recommends a multi-year approach to adjustments to our current parking guidelines to allow for changing needs of our departments and centers, and process learning year to year.

The current SOM parking structure remains: the SOM Parking Administrator serves as the key point of contact for the UT&P and serves as an advocate for SOM needs. This position manages the overall SOM parking allotment portal and works closely with existing department parking coordinators in managing SOM parking needs. Department parking coordinators, embedded in their departments and centers, can best monitor the individual needs of their department.

### Guidelines for existing employees:

Our top priority is to maintain current parking assignments for permanent employees. Employees that accepted a 1-year waitlist assignment will be returned to their prior assignments. Some reassignments may be needed for current temporary employee assignments.

Parking assignments that become available due to attrition will return to the overall SOM parking allotment pool.

The SOM will develop a new internal waitlist where employees may request to be added. This list will allow us over time to reward employees with phased “improvement” in parking assignments from the SOM allotment as TSSD grows. This list will be open to faculty and staff. Unlike the UT&P waitlist awards, these assignments do not expire at the end of the parking year.

### Guidelines for new employees:

Public transportation is expected to stabilize in the next parking year. Use of public transportation, walking, and biking should be encouraged for our team members that live locally and are able to do so.

For those requesting parking, who are paid by the School of Medicine, these are general guidelines that will help our Parking Coordinators address parking requests for new employees in their units:

#### Leadership

Chairs, Associate Chairs for Administration, Center Directors, Center/Basic Science Business Managers, Assistant Dean+ will be given preference in parking assignments, as available. Other leadership roles will be considered on a case-by-case basis.

#### Faculty

- a. Based on availability, new faculty will be offered Craige Deck or Jackson Deck as available (with the exception of Family Medicine, who will be assigned more-proximate S11).
- b. Preference in Jackson Deck will be given to those who are on campus frequently with clinical duties, research duties, or those with non-standard hours as available. Faculty practice data, as well as department input may be used to determine assignments.

- c. The Parking Administrator, with the assistance of the SOM Parking Advisory Committee (PAC) as needed, will review special requests to help provide departments additional flexibility in addressing specific job requirements, as available. The PAC will consider requests and recommend alternative options based on current availability and institution need.
- d. We will work with our departments to move faculty and staff members who are not on campus frequently due to off-campus assignments to assigned daily parking (assigned lots with a unique ParkMobile web-based account to facilitate payment).
- e. Current faculty will be moved to more proximate parking over time as preferred and available through the internal waitlist.

#### Staff

- a. New, permanent staff will be automatically enrolled in CAP, unless accommodations in CD, S11 or other surface lot can be made. Those joining with existing TSSD will be accommodated based on available parking and proximity.
- b. New temporary staff will be offered CAP; S11 may be an option if available.
- c. The Parking Administrator, with the assistance of the SOM Parking Advisory Committee, as needed, will review special requests to help provide departments additional flexibility in addressing specific job requirements, as available. The PAC will consider requests and recommend alternative options based on current availability and institution need.

#### Post Docs

- a. Post Docs are currently offered parking outside the SOM employee allotment through the UT&P Post Doc lottery (shared amongst all schools at UNC) and we encourage continued use of this resource to maximize overall SOM allotments. SOM may choose to extend additional parking as available if demand is not met by this allotment through the SOM's allotment in S11. Mid-year Post Docs will be assigned through the UT&P post-doc allotment, or SOM's allotment in S11, as available.

#### Graduate Students

- a. Graduate students are encouraged to apply for parking through the Student Parking allotment, where they will be given student parking rates for assigned parking. The SOM will not be able to offer employee parking allotments to graduate students.

#### Service Permits

- a. The Parking Administrator will submit department requests for 2 Hour Service Permits and State Vehicle Permits as needed (no change). Departments are responsible for monitoring appropriate use of these permits.

#### **Parking Advisory Committee**

A Parking Advisory Committee (PAC) will be created, representing faculty and staff, that will be a resource in helping the Parking Administrator address department requests outside of the guidelines.

### **Internal Waitlist**

The SOM will develop a new internal waitlist where employees may request to be added. This list will allow us over time to reward employees with phased “improvement” in parking assignments from the SOM allotment as TSSD grows. This list will be open to faculty and staff. Unlike the UT&P waitlist awards, these assignments do not expire at the end of the parking year.

### **Addressing Safety**

Safety issues for our employees who need to access parking in early morning and late evenings will continue to be addressed. Since it may not always be possible to address this concern with proximate parking, we will continue to explore options with UT&P and departments which may include strategic use of evening permits, and better communication of available services such as on-demand point-to-point (P2P) services, expanded access to existing hospital shuttle, and more.

These guidelines are provided as general parameters for parking assignment; we will continue to help facilitate solutions to unique parking needs partnered with the UNC Transportation & Parking Office as needed.

Last edited: 5/10/2022