

# UNC School of Medicine Parking Allotment Guidelines

## 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. A centralized allotment helps us better meet the parking needs of our growing School, provides more transparency in how parking is assigned, and allows for consistency in parking assignments across SOM departments and centers.

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

These general guidelines for new employees serve as a consistent framework for the SOM Parking Program Administrator, departments, and centers, as well as their respective department parking coordinators, to follow when welcoming and accommodating new hires.

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. The use of parking as a tool for recruitment and retention is generally discouraged.

Parking across the SOM is assigned with these priorities: Leadership role; Faculty (most by TSSD – Total State Service); Staff (by TSSD). Some adjustments may be made 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 on a case-by-case basis.

## Background

The Working Forward Space Optimization Committee, as part of its launch, identified the need for three subcommittees, including the Parking & Transportation subcommittee. This subcommittee was charged to provide guidance starting with the 2022-2023 parking year.

Key areas that we continue to address:

- Address the need for parking close to the hospital to meet practice responsibilities at the Medical Center.
- Explore strategies to manage demand; the demand for on-site parking at the University exceeds available 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, which is similar to allotments across campus. We do not have the capacity to park all employees, but not all employees require parking.
- Adapt to the changing parking allotments provided by UT&P, which change on a yearly basis. In previous years, our allotment was 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; and provide a mechanism to ensure that longevity is rewarded with more proximate parking assignments over time.
- Optimize our available parking allotment by encouraging 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).
- Collaborate with department parking coordinators to assign and adjust parking as needed throughout the parking year, with an emphasis on timely responses and effective communication.

### **Parking Allocation & Process Guidelines**

The SOM Parking Program Administrator serves as the key point of contact for the UT&P and serves as an advocate for SOM parking 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:

For existing employees, our primary focus is to maintain their current parking assignments. However, employees who accepted a one-year waitlist assignment provided by UT&P will not be guaranteed their previous assignments, and some reassignments may be necessary for current temporary employee assignments. Vacant parking spaces resulting from attrition will be reintegrated into the overall SOM parking allotment pool.

#### Guidelines for new employees:

Use of public transportation, walking, and biking should be encouraged for our team members that live locally and are able to do so.

Permanent employees' permits will automatically renew at the start of each new parking year unless cancelled by the employee.

Department Parking Coordinators will work with the Parking Program Administrator in assigning parking for new employees as follows:

#### 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 faculty members 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. Faculty who are not on campus frequently due to off-campus assignments will be assigned daily parking (assigned lots with a unique ParkMobile web-based account to facilitate payment).
- d. Current faculty will be gradually moved to more proximate parking over time as preferred and available through the SOM Preferred Parking process.

#### Staff

- a. New, permanent staff-will be offered S11 parking or CAP (Park and Ride), unless accommodations in CD 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 (Park and Ride) or S11 as available.
- c. Staff members who are not on campus frequently due to off-campus assignments will be assigned daily parking with an assigned lot and unique ParkMobile web-based account for payment).
- d. Current staff will gradually be moved to more proximate parking over time as preferred and available through the SOM Preferred Parking process. Employee preference may also be guided by cost considerations, as cost to park in gated lots is greater than surface lots.

#### Post Docs

- a. Post Docs are currently offered parking outside the SOM employee allotment through the UT&P Post Doc allotment, which is shared amongst all schools at UNC. 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 and 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 Program Administrator will submit department requests for 2 Hour Service Permits and State Vehicle Permits as needed. Departments are responsible for monitoring the appropriate use of these permits.

## **SOM Preferred Parking Process**

The SOM Preferred Parking Process aims to reward longevity by gradually assigning more proximate parking spaces to permanent employees over time.

Timing: December & March

Due to the high demand for proximate parking, the School of Medicine is not always able to assign the most proximate parking at time of hire. At this time, we do not have a mechanism to improve parking for assigned daily parking.

SOM Parking will offer employees more proximate parking based on allotment availability. The reassignment in most cases will be to the next proximate parking location (Craig Deck (CD) to Jackson Deck (JD), Jackson Deck (JD) to Cardinal Deck (PD)). Currently, the School of Medicine's parking allocation is split roughly 55% faculty, 45% staff. We will attempt to honor that split, offering 55% of available spots to faculty and 45% to staff.

Faculty and staff have the right to refuse a more proximate parking location when offered. If they would like to reconsider the offer in the future, it will be the responsibility of the employee to make this request pending allotment availability at that time. The declined assignment will be offered to the next employee on the list until all available allocation are assigned.

Parking reassigned through this process will be "permanent" and will be re-enrolled in the next parking year.

## **University Waitlist and SOM Employees**

The University maintains a separate waitlist that offers 1-year-or-less assignments with no automatic reenrollment. More information about the University Parking Office waitlist can be found at <https://move.unc.edu/parking/employee-parking>

SOM employees who accept 1-year University Waitlist assignments through the UT&P office will lose their parking assignment in the SOM allocation. Parking assignment for the following year will be based on availability, which may not be more proximate. Use of the University Waitlist is generally discouraged.

These guidelines provided 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.

Effective: August 1, 2023