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City Manager's Approval: *Lynda Conway*

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

EMPLOYEE PARKING

I. PURPOSE

To establish parking guidelines to maintain consistency and equity of parking assignments for employees and to enhance safety.

II. APPLICABILITY

This Policy applies to all full-time, hourly/part-time, and temporary City employees and volunteers who park in employee designated parking lots.

III. POLICY

- A. The City of Pomona has designated employee parking lots for all City employees at all work locations. The City Hall and Library employee parking area is comprised of three (3) parking lots which accommodate approximately 320 vehicles. Employees who do not work in City Hall or the Library such as Police, Parks, and certain Public Works employees shall park in their designated parking lots.
- B. City Hall employees who drive a personal vehicle to work are required to obtain and display a hanging parking permit from the rearview mirror to use one of the three (3) designated lots. Employees assigned to other facilities shall comply with departmental parking policies and procedures.
- C. The color of the parking permit will designate where an employee can park. This is illustrated in the chart below:

PERMIT COLOR	PERMITTED PARKING LOCATION
Blue	West Parking Lot, South Parking Lot, and Los Angeles County Parking Lot

EMPLOYEE PARKING (Continued):

PERMIT COLOR	PERMITTED PARKING LOCATION
Yellow	South Parking Lot and Los Angeles County Parking Lot

- D. Department Directors may temporarily reassign a regularly assigned parking space to other employees while the holder is on leave.
- E. Parking permits are the property of the City and must be returned upon request.
- F. The following parking guidelines shall be adhered to by all City employees:

1. West Parking Lot:

- a. Parking in the West Lot shall be limited to City Council, Executive Management Employees Group A and B, authorized City Attorney employees, and for the Employee Recognition program. Additional spaces have been assigned to departments to be assigned by the Department Director as he/she determines. Other spaces have been designated for short-term City vehicle parking during business hours only and for other specific purposes. After 6:00 p.m., the West Parking Lot may be utilized by any City employee attending an evening meeting.
- b. The West Parking Lot is not intended for overnight parking of City vehicles with the exception of designated pool vehicles and the RDA van.

2. South Parking Lot:

Employees who are assigned a yellow parking permit shall park in the South Parking Lot or the Los Angeles County Parking Lot. Employees with blue parking permits may also park in this lot. Designated spaces are also set aside in the South Parking Lot for City/Pool vehicles. These spaces are to be used by employees assigned a City vehicle and who spend at least 80% of their work day in the field. The South Parking Lot is designated for overnight, weekend and holiday parking of City vehicles.

EMPLOYEE PARKING (*Continued*):

3. East Parking Lot:

The East Parking Lot is reserved for use by the public or for Non-City Hall or Library employees conducting business at City Hall for two (2) hours or less. Otherwise, employees are not allowed to park in the East Parking Lot due to the limited number of parking spaces available unless approved by the Human Resources Director due to a disability. Approved visitors who are conducting business in City Hall for more than two (2) hours shall be provided a temporary parking permit by the Human Resources Department. Such permit shall be displayed on the vehicle's dashboard. Unauthorized employees who park in this lot will be issued a parking citation(s) and may face possible disciplinary action.

4. Los Angeles County Parking Lot:

Employees who are assigned a yellow parking permit may also park in the Los Angeles County Parking Lot. The County has designated eighty (80) parking spaces for use by City employees in the northeast corner of the parking lot. Employees with blue parking permits may also park in this lot.

IV. ENFORCEMENT

The monitoring and enforcement of City Hall parking lots is the responsibility of the Traffic Division of the Police Department and the Vehicle Parking District (VPD) Division of the Redevelopment Agency. Any concerns regarding parking enforcement of City Hall lots should be directed to the Traffic Division at extension 2081 or VPD Division at extension 3782.

Violation of this Policy may result in one or all of the following:

- a. Parking citation(s);
- b. Loss of parking privileges in the West Parking Lot;
- c. Personal vehicle may be towed;
- d. A mandatory meeting with the employee, Department Director and the City Manager or his designee; and
- e. Employees may be subject to disciplinary action up to and including termination of employment.

EMPLOYEE PARKING (Continued):

V. PROCEDURE

- A. New employees or Members of the Council shall obtain a parking permit by completing and submitting a Parking Permit Application with the Human Resources Department upon hiring.
- B. Approved visitors shall obtain a temporary parking permit from the Human Resources Department within two hours of parking.
- C. Lost or damaged permits shall be reported to the Human Resources Department immediately or as soon as possible.
- D. Parking permit shall be submitted to the Department or Human Resources Department upon separation of employment.
- E. Violators, concerns, or issues regarding of this policy shall be reported or discussed with the Human Resources Department.

VI. ACTION

This Policy is effective November 1, 2010.