

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # AD 3</b>
<b>Title:</b> Parking Policy for Parking Spaces Allocated to the Department of Commerce in the State Government office Complex Parking Lots		
<b>Effective Date:</b> July 1, 1999 <b>Revisions:</b> September 15, 2004 February 9, 2007 <b>April 2, 2009</b>	<b>Administering Authority:</b> Chief Fiscal Officer	
<b>Statutory Authority (if Applicable):</b> G.S. 140-340.18		

**Purpose:** To establish the rules by which parking spaces allocated to the Department of Commerce in parking lots within the State Government Complex are assigned.

**Scope:** All Department of Commerce employees in the Education and Dobbs Building and Divisions included in the Expanded Staff of the department.

**Policy:** The Department of Commerce shall assign certain parking spaces to specific positions in the department. The remaining spaces allocated to the Department of Commerce shall be assigned to the remaining department employees under a system that gives credit for total state service to permanent full time employees.

**Specifically Assigned Spaces**

1. The following positions shall have spaces assigned in Lot # 65:

**Secretary's Office and Senior Staff:**

Secretary	Executive Assistant to Secretary	Legislative & Legal Affairs Director
Deputy Secretary (COO)		
Assistant Secretaries (5)	Executive Director TFSD	Executive Director -Policy & Employment
		Executive Director – Science & Technology

**Division Directors:**

Fiscal Management	Tourism	Film Industry
International Trade	Marketing	Commerce Finance
Human Resources	REA	Information Services
Public Staff	Business & Industry	

**Commissioners:**

Industrial Commissioners (7) Utilities Commissioners (7)

**Administrators:**

Industrial Commission                      Utilities                      Public Staff

### **All Other Spaces**

All other spaces are available for assignment to full time employees of the department. The Parking Coordinator will maintain a waiting list of employees to be assigned a space as well as a list for those employees wishing to transfer to a more desirable space. This waiting list shall be prioritized in a manner that gives preference to employees based on total months of State service.

### **Transfers**

Employees may request transfer to a different space under the following guidelines:

- 1 Employees assigned an uncovered space may request transfer to a covered space.
- 2 Employees assigned a parking space in a deck or lot other than Lot # 65 (underground parking lot) may request transfer to Lot # 65.

### **Waiting List**

Employees shall submit requests to have their name placed on the waiting list. Requests should be directed to the Parking Coordinator in the Fiscal Management Division. "Request for Parking Space" forms are available from Human Resources or the Parking Coordinator.

When a space becomes available, the Parking Coordinator will contact the employee on the waiting list with the most total months of state service who has indicated that they will accept assignment to a space in that location.

### **Handicapped Employees**

Employees requesting special consideration due to a handicap should request an "Application for Accessibility Parking" form from the Parking Coordinator and submit the completed form (including physician's certification) to the Department of Administration, State Parking System. If State Parking approves the employee for handicap parking privileges yet State Parking has no spaces available, the Commerce Parking Coordinator based upon availability of handicap spaces will assign the employee a space. Employees who are assigned handicap spaces will also remain on the Department's waiting lists (as set forth above) and will be offered spaces based upon length of total state service. When an employee who is granted a parking space as a result of their handicap no longer requires special parking privileges, the assigned space shall be returned to the agency pool from which it was assigned. The employee will then be assigned a space dependant upon their position on the aforementioned waiting list.

In the event there are no available handicap spaces for assignment, employees displaying handicapped placards are authorized by the City of Raleigh to park at metered spaces at no cost.

### **Payment**

Fees for spaces assigned by position shall be paid by the employee through payroll deduction when the position is filled and by the appropriate division/agency when the position is vacant.