

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Ceil Chatham 4/04, Rev. 6/09, Rev. 8/11, Rev. 1/18	Page: 1 of 2	Number: 7.11
	Reviewed by/Reviewed Date: CSA Exec Team 08/2015	Replaces:	Category: Administrative
Title: Parking for the Community Services Agency Facility		Approved: 8/25/2015	

Policy

 Procedure

 Guideline

Purpose

To ensure that all employees understand and adhere to the parking policy.

Definition

The parking lots are an important limited asset for customers, visitors and employees. Employees need to know where it is allowable to park and where it is not allowable to park.

Procedure

- A. Employees with DMV Handicapped parking permits may park in the East/Staff Parking lot in the designed handicapped parking stalls.
- B. Security will open the StanWORKs entrance doors at 6:30 a.m. **Due to limited visitor parking, employee parking in the customer/visitor parking lot will be limited to staff with DMV Handicap placards only. Employees parking in the customer/visitor parking lot without a DMV Handicap placards will be ticketed.**
- C. There is a 5-minute passenger drop-off zone near the Employee Entrance. This is not for parking but to allow staff to pick-up and/or drop off passengers more easily and safely.
- D. The 10-minute parking spaces are limited to 10 minutes or less. Employees abusing the 10-minute parking limit will be ticketed by security.
- E. The “horseshoe” area of the staff parking lot has designated parking spaces for CSA Exec Team, the Workforce Development Director and key managers, and the Department of Child Support Services (DCSS) Director and key managers.
- F. Row 1 will continue to be reserved parking and be designated for CSA, the Workforce Development, DCSS and WIC. Only those employees with a numbered permit may park in these designated spaces. Employees must display the appropriate permit. No CSA employee, permit or not, should ever park in a Workforce Development or DCSS space. **Note: CSA will limit their reserved slots for management staff.**

- G. Designated spaces at the east end of the staff parking lot as heart-healthy, posting signs so that those who park there may be recognized.
- H. Security will shuttle staff to the Employee Entrance in the mornings between 7:30 am and 9:00 am and shuttle them back to their vehicles in the evenings between 4:30 pm and 6:15 pm.
- I. Staff without placards/permits parked in reserved, Handicapped, or in a County Vehicles spaces will be ticketed by security. Copies of the tickets will be given to the employees' supervisors.
- J. Staff should not park in the customer/client parking lots designated for other co-located County Departments such as the Sheriff's Office or Probation's Day Reporting Center.