

TITLE: FACILITIES PARKING GUIDELINES

PURPOSE: To establish parking guidelines for all persons utilizing Harris Health System parking facilities.

POLICY STATEMENT:

Harris Health System (Harris Health) shall maintain standard systems for parking guidelines and the collection of parking fees.

POLICY ELABORATION:

I. DEFINITION:

- A. **PARKING TICKET:** A bar-coded ticket issued from paid parking gate. The ticket is used to calculate parking fees and allow exit from the garage.
- B. **WORKFORCE:** Harris Health System Board of Trustees, employees, Medical Staff, trainees, contractors, volunteers, and vendors. Employees (permanent or temporary), volunteers, trainees and other persons whose conduct, in the performance of work for Harris Health, is under the direct control of Harris Health, whether or not they are paid by Harris Health.

II. PARKING RATES:

The Harris Health Chief Financial Officer (CFO) shall be responsible for managing the parking rates and fee structures utilized at all Harris Health parking facilities. The CFO shall provide notification to the Harris Health Board of Trustees at least thirty (30) days in advance of any changes in parking rates.

III. PARKING RATES:

- A. Harris Health shall ensure that the parking rates are reviewed and analyzed on an annual basis and considered, as appropriate, in relation to the parking rates charged by other medical facilities in operation within the Texas Medical Center (TMC), within the City of Houston, Texas or within Harris County, Texas.

- B. Parking rates shall be established for each Harris Health owned or operated facility based upon a number of contributing factors, including but not limited to: on-site and off-site parking, reserved versus non-reserved parking, shuttle parking, TMC parking, leased versus owned parking locations, surface versus garage parking, etc.

IV. VISITOR/PATIENT PARKING:

- A. Harris Health visitors shall be offered parking when obtaining care or service at a Harris Health facility. A fee may be required.
- B. Courtesy/temporary parking may be extended to patients, visitors, contractors, and contract registry personnel under approved circumstances.
- C. Validation of parking fees shall be offered for certain visitor and patient programs when approved by facility administration. Monthly or weekly parking passes may also be utilized to assist designated family members of critical care patients with their parking fees.

V. WORKFORCE AND STAFF PARKING:

- A. Harris Health Workforce shall be offered parking privileges at designated sites during their employment after they have obtained the parking permit required for their assigned location. Workforce members are prohibited from parking in visitor areas and/or from pulling a visitor parking ticket unless otherwise approved in writing.
- B. General guidelines for Workforce and staff parking:
1. Parking fees for eligible Harris Health Workforce shall be assessed via payroll deduction.
 2. Faculty, residents, eligible medical students, and contractors may purchase a Parking permit.
 3. At designated locations, contract personnel and medical/ancillary students, (i.e. Radiology, Laboratory, etc.) shall be allowed to park in the visitors parking areas, paying the established Harris Health visitor parking fees where applicable.

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4. At designated locations; students on special programs, unpaid interns, volunteers, and clergy shall be allowed to park in the visitors parking areas at no charge.
5. Shuttle Bus service shall be provided for Ben Taub Hospital (BTH) personnel who utilizes TMC off-site parking facilities.
6. Harris Health and TMC are not responsible for damage to/or for stolen items from Parked vehicles at Harris Health or TMC parking facilities.

C. Workforce and Staff Parking Authorization:

1. Workforce must submit a Harris Health Form 284035 Parking Payroll Authorization Form to the Department of Public Safety (DPS) Office within two (2) days of employment.
 - a. The Harris Health Parking Payroll Authorization Form 284035 is an agreement for payroll deductions. Payroll deductions will continue until the Workforce submits a revised Harris Health Parking Payroll Authorization form requesting that deductions stop or be changed.
 - b. Payroll deduction changes must normally be submitted one week in advance and typically require a full-pay period to pass before effective.
 - c. Failure to turn in a parking permit upon separation will be considered a lost permit and the Workforce will be assessed a minimum of forty-five dollars (\$45.00).
2. All others may request parking authorization on the Harris Health System Form 283897 Access Badge Request.

D. Assignment of Parking Privileges:

1. Assignment of on-site/off-site parking privileges is determined by space availability, position, employment date, seniority, and shift.
2. Reserved/assigned parking is limited to designated management positions, government personnel, faculty physicians, and designated support staff.

3. Designated parking spaces are available for the Emergency Center for Law Enforcement, emergency medical transport vehicles, and on-call emergency physicians.
4. When available, service vehicle, delivery, and/or vendor parking are provided in designated areas.
5. BTH Onsite Parking:
 - a. All new Workforce assigned to BTH will receive off-site parking permits.
 - b. Any request for on-site parking at BTH must be submitted in writing to Department of Public Safety for consideration and approval by Administration.

E. Parking Permits (hang tag or decal):

1. Parking permit must be clearly visible to Security at all times. Permit shall be displayed only from the front vehicle windshield and shall be displayed by one of the approved methods:
 - a. Hang permit from rearview mirror; or
 - b. Display permit near and visible from the left side of windshield.

*NOTE: If the permit is not displayed as above or displayed anywhere else on inside the vehicle, the vehicle will be subject to towing at the owner's expense.
2. A fee of forty-five dollars (\$45.00) shall be assessed for the replacement of a permit. The fee may be waived when documents justifying replacement, (i.e., police report, accident report, auto repair, new vehicle purchase) are submitted to DPS.
3. In the event a temporary Parking Permit is needed, the staff member should visit the DPS Security Office. Security will validate the need for a courtesy/temporary parking permit.

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VI. VIOLATIONS:

For rules and guidelines for the enforcement of parking at Harris Health Facilities see Harris Health DPS Guidelines and Procedures 9102 Parking Enforcement Procedures.

VII. WORKFORCE RESPONSIBILITIES:

- A. Completing and submitting the Harris Health form 284035 Parking Payroll Authorization to DPS to obtain parking permit or when needed to change their parking location or status;
- B. Displaying permit in the bottom left corner of the driver's side of the windshield or hang from review mirror. (See Section V.E for displaying permit.);
- C. Notifying the DPS office if the permit is lost or stolen to complete a security report;
- D. Parking in designated areas only;
- E. Providing the DPS office with appropriate documentation to obtain a temporary parking pass when necessary; and
- F. Returning parking permits to the DPS office at termination of employment.

VIII. DPS RESPONSIBILITIES:

- A. Providing information regarding parking, including TMC Parking;
- B. Processing and forwarding the Harris Health Parking Payroll Authorization form 284035 to the Payroll Department located at Holly Hall;
- C. Providing courtesy parking, when applicable;
- D. Issuing temporary parking passes for eligible Workforce;
- E. Enforcing adherence to parking regulations including: Issuing Warnings, Tickets, Towing illegal parked vehicles, or revoking parking privileges;

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- F. Collecting visitors/patients parking fees;
- G. Submitting collected fees to Patient Business Services or their designee; and
- H. Notifying the Payroll department of parking permits returned for separating Workforce.

REFERENCE/BIBLIOGRAPHY

Harris Health System Department of Public Safety Departmental Guidelines and Procedures 9102 Parking Enforcement Procedures

Harris Health System Form 284035 Parking Payroll Authorization

Harris Health Form 283897 Access Badge Request

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health System Department of Public Safety

REVIEW/REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review/ Revision Date (Indicate Reviewed or Revised)	Approved by:
2/2017	1.0	02/23/2017	Structure and Organizational Standards
		12/08/2020	Structure and Organizational Standards