

Document Type: POLICY

Title: Employee Shared Parking Spaces

Document Information

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| 1. Policy Type: Enterprise | Governing Department: Facilities Mgmt |
| 2. Policy Owner: Karla Beers, Administrative Analyst | |
| 3. Status: Active | Next Review: 06/09/2022 |
| 4. Regulatory Source(s): Snohomish County Code | Other: n/a |
| 5. Regulatory Chapter Number(s): 3.09.030, 3.09.080 | |
| 6. Chapter title: Executive authorized to manage parking facilities | |
| 7. Retention Schedule: 3 Years | Designation: Essential |
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PURPOSE:

Shared parking for employees parking in the Snohomish County Garage and whose work schedule is primarily telework as defined by the Snohomish County Departments Remote Work Authorization “Telework” Policy.

THIS POLICY APPLIES TO: Snohomish County employees who park in the Snohomish County Parking Garage, 3000 Rockefeller Ave, Everett, WA, and meet the eligibility requirements.

POLICY:

Two (2) employees who are telecommuting may share the use and monthly cost of a single festival parking stall. All shared spaces under this program will be unassigned, festival (non-reserved) parking spaces.

- Employees shall find their own shared space partner and establishing a schedule of days to park. Employees do not need to be in the same department to share a space.
- Each employee sharing a space will pay one-half of the monthly fees, for an employee festival parking space.
- Each employee must register for the Shared Parking Spaces program and sign up for monthly payroll deduction.
- Access to the garage will be by keycard. Keycards will be linked so that only one member can park in the garage at a time.
- Employees are required to report any changes to their parking arrangements to Facilities & Fleet staff.

Facilities & Fleet Management staff monitors Snohomish County garage parking assignments and may consult with Central Human Resources, as needed, to determine whether a county employee's position meets the eligibility requirements for participation in the Shared Parking Spaces Program.

Document Type: POLICY

RECORDS:

Completed Shared Parking Space Registration Forms are maintained by the Process Owner. Records shall be readily assessable, legible, traceable to the signature, and protected from degradation.

DEFINITIONS:

Definitions applicable to this Policy:

- **Festival Parking** - garage parking without reserved or designated use signage.
- **Shared Parking Space** – a single festival space shared by two (2) employees.

REFERENCES: (Note: Regulatory references should only be listed above)

- Policy, Snohomish County Departments Remote Work Authorization

REVISION TABLE

| Date | Description of changes |
|----------|------------------------|
| 6/9/2021 | Initial Release |
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APPROVAL TABLE (highlighted area must always approve)

| Role/Title | Approve | Notification of Change |
|--|---------|------------------------|
| Quality/Director, Office of Operational Excellence | X | |
| Karla Beers/ Administrative Analyst | X | |
| Ken Klein / Executive | X | |
| County Employees | | X |
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Appendix A (fillable PDF can be found [here](#))

Snohomish County Parking & Garage Management
Shared Parking Space Registration Form

Please complete, sign, and return this registration form to Facilities & Fleet, M/S 404 or email to karla.beers@snoco.org / beverly.riley@snoco.org

PROGRAM QUALIFICATIONS

- Participants must be employees of Snohomish County.
- Employee's work assignment is primarily telework as defined by the County's Telework Policy.
- Employees are responsible for finding their own Shared Space partner .
- Employees will establish a schedule of days parking in the garage.
- Must sign up for payment of parking fees through payroll deduction.
- Must notify Parking.Garage@snoco.org of any changes immediately.

EMPLOYEE INFORMATION

| | | |
|----------------------|------------|--|
| Last Name | M.I. | First Name |
| Department | | M/S |
| Work Location | | City / Zip |
| Work Hours (8am-4pm) | Days (M-F) | Check One: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |

SHARED SPACES PARTNER INFORMATION

NAME: _____ DEPARTMENT _____ PHONE _____

PARKING SCHEDULE INFORMATION

NAME: _____ DAYS PARKING: _____

NAME: _____ DAYS PARKING: _____

Other Information: _____

Effective Date: _____

READ CAREFULLY BEFORE SIGNING

I have read and will comply with the program qualifications stated above. Should my parking status change, I will immediately send an e-mail to Parking.Garage@snoco.org.

Participant's Signature _____ Date _____

Please check one: New Registration Re-registration Update Information

| | |
|---|---------------------------|
| <p>AUTHORIZATION (Internal use only)</p> <p>The above-named Snohomish County employee meets the requirements of the Employee Shared Spaces program</p> | |
| | Shared Space I.D. # _____ |
| Facilities & Fleet Signature _____ | Date _____ |