

PARKING

POLICY

All medical center employees parking at CMC-NorthEast are required to register the vehicle(s) they drive to work with the Security Department. They will be issued a parking decal for the registered vehicle and must adhere to the procedures of this policy.

PROCEDURE

A. Parking Decals

1. Security will provide vehicle decals for new employees during new employee orientation, and for existing employees at the Security Office when they purchase or add vehicles, or when they transfer to a new assignment that may dictate a different color of decal. All employees will validate their current vehicle identification information during their annual education day.
2. Parking decals are color coded to correspond with the parking location in which the employee is assigned to park.
3. Parking decals must be displayed on the vehicles rear window at the lower left hand corner, or in the same location in a manner that can be easily seen when standing behind the vehicle. Any alternate locations must be approved by the Security Department. The decals must be correctly displayed within 48 hours after new employee orientation or departmental transfer requiring a new decal.
4. An initial issue of two decals, one per each vehicle the employee may drive to work, will be made at no charge upon employment. Additional decals will be issued for a fee of \$5.00. There will be no charge for a newly purchased vehicle after employment.

B. Parking

1. The following lots are assigned for employee parking (see the attached site plan);

A Lot (ECC)

ECC patients and ECC visitors

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B Lot (Green)

Medical staff and selected employees

C Lot (Red)

Selected employees working in NorthEast Plaza

D Lots (Green)

Medical staff

E, F, H, J, K and N Lots

Patients and visitors

G Lot

Patients and visitors (Except for area marked for valet parking)

I Lot (White)

CCHS Faculty
CCHS Students
Approved affiliated students

L and M Lots (Blue)

Employees

Employee Parking Deck (Blue)

Employees

Visitor's Parking Deck

Patients and visitors (MAB employees issued purple decals on levels 3 & 4)

1. Off-campus employees required to come on campus will be issued blue decals and will park in the blue lots.
2. Employees with a temporary disability that affects the employee's ability to walk may request in writing a temporary tag to park in the portion of the A Lot designated for employee disability parking. Such requests must be made to the Security Department and be accompanied by a physician's excuse and the length of time for the request.

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3. Employees with a permanent disability may park in handicap-designated parking spaces in their assigned lots if they have a current State validated handicap hang tag or license plate.
4. Employees who are at the medical center as a visitor or patient may park in patient/visitor designated lots, but should notify the Security Department or place a note on their vehicle dash board in order to avoid a citation.
5. CCHS faculty and students will park in the I Lot. Students from colleges/schools other than CCHS must register with Security and park in the I Lot.
6. In an effort to remain a good neighbor to the surrounding community, employees/students who drive to work will park in their designated parking lots and not on city streets.

C. Parking Violations

1. The following are considered to be parking violations and will result in the issuance of a parking violation ticket:
 - a. Failure to correctly display a current medical center decal for the assigned parking area.
 - b. Parking a vehicle in more than one space.
 - c. Parking in a handicap space without a valid State issued hangtag or license plate (\$250.00 fine).
 - d. Parking in an area not designated for parking, or marked as "no parking".
 - e. Parking in other than assigned parking area.
 - f. Blocking a fire lane, fire hydrant, fire hose connection on the building, or emergency oxygen connector on the building.
 - g. Leaving a vehicle unattended in a manner that blocks entrances to service areas, patient drop-off points, or travel lanes.
 - h. Blocking emergency vehicle access.
2. The following violations will also result in towing at the owner's expense:
 - a. Vehicles parked in a fire lane.
 - b. Vehicles blocking a fire hydrant, fire hose connector, or oxygen connector.

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- c. Vehicles blocking the entrance to a service area, patient drop-off area, or travel lane.
- d. Vehicles blocking emergency vehicle access.

3. Parking Citations

- a. In accordance with City of Concord Ordinance, parking citations issued by CMC-NE Security will be issued on City parking violation forms approved by the Concord Chief of Police and will carry an initial fine of \$10.00, with the exception of a handicap parking violation, which carries a fine of \$250.00.
- b. Employees who wish to appeal a parking citation must provide a written appeal to the Director of Security within five (5) calendar days after the occurrence of the violation.
- c. The Director of Security will review the appeal within three (3) working days after receipt of the appeal and respond to the employee and their supervisor.
- d. Appeals that are denied will be forwarded to the Chief of Police and the fine will have to be paid by the employee within the time period designated on the citation or further fines can be issued.

4. Disciplinary Action

Employees receiving multiple parking violations within the most recent twelve (12) month period will be subject to disciplinary action in addition to the fine for the citation.

- a. *1st violation* – Security will write the citation, leave a copy with the vehicle, and send a copy to the employee’s supervisor. This will result in the employee receiving a verbal warning.
- b. *2nd violation* – Security will write the citation, leave a copy with the vehicle, and send a copy to the employee’s supervisor. A 2nd violation within the most recent 12 month period will result in the employee receiving a written warning.
- c. *3rd violation* – Security will write the citation, leave a copy with the vehicle, and send a copy to the employee’s supervisor and vice president. A 3rd violation within the most recent 12-month period will result in the employee receiving a final written warning.

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- d. *4th violation* – Security will write the citation, leave a copy with the vehicle, and send a copy to the employee’s supervisor and vice president. A 4th violation within the most recent 12-month period may result in termination.

D. Assistance

1. Security Officers will upon request escort employees to and from their vehicles. It must be recognized that due to busy periods and commitments, the Security Department may not be able to respond immediately.
2. There are emergency telephones located throughout the parking lots and in the parking deck for the safety and convenience of everyone on campus. These phones are clearly marked to include blue lights above them. Picking up the phone automatically dials the Security dispatcher.
3. There are surveillance cameras located throughout the parking lots and in the parking deck that are monitored by Security.
4. Employees are encouraged to keep their vehicles locked and to conceal all contents from view. Should an incident occur involving an employee vehicle, please notify Security immediately.