

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
EMPLOYEE PARKING AT THE GOVERNMENT CENTER

Purpose-

There is limited public parking at the Government Center. As a government entity, the County's first priority is providing quality service for members of the public. This includes providing the public with accessible parking.

1.0 Policy

- 1.1 All County employees, whether in private or County-owned vehicles, whether on duty or not, shall park their vehicles in designated employee parking areas.
 - 1.1.1 A sketch of designated parking areas is kept on file by the Facilities Management Division and distributed annually to County employees.
 - 1.1.2 Employees are encouraged to load and unload materials and supplies at the loading areas under each building. Access is available at the door phone/intercom.
 - 1.1.3 All County employees, whether in private or County-owned vehicles, shall not park in designated public spaces for any reason during normal working hours.
 - 1.1.4 Parking stalls designated for the disabled, both for the public and for employees, are for the use of disabled persons, or those who are temporarily incapacitated by injury or surgery and have received a permit by the State Division of Motor Vehicles permission to use these stalls.
 - 1.1.4.1 Special circumstances, and exceptions can be acknowledged and permits obtained through Protective Services.
 - 1.1.4.2 Employees who park in disabled spaces without proper authorization will be issued a Salt Lake City parking citation without further warning, and may have a letter sent to their respective elected official or department head recommending a reprimand to be included in the employee's personnel file for performance evaluation purposes.
- 1.2 In-out employee parking is reserved for employees who perform the majority of their business outside of the Government Center. It is limited to two hours.
- 1.3 Any employee who fails to park in the proper areas, and after receiving at least one warning ticket, shall upon the second violation, receive a regular Salt Lake City parking citation, and may have a letter sent to their respective elected official or department head recommending a reprimand to be included in the employee's personnel file for performance evaluation purposes.

- 1.4 Public safety employees may park marked sheriff or fire vehicles in Public Safety parking. Public Safety Personnel who work in the Government Center in Administrative jobs shall park in employee parking. Public Safety parking is limited to two hours.

APPROVED and PASSED 20 day of December, 2000.

BOARD OF COMMISSIONERS OF
SALT LAKE COUNTY

Mark Shurtleff, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM

District Attorney's Office Date