



## ADMINISTRATIVE DIRECTIVE

Title: Reserved Parking for Employees
Issuing Department: Town Manager
Effective Date: 4/14/2023
Approved: Terry S. Rozema, Town Manager
Type of Action: Revision

### 1.0 PURPOSE

The Town of Marana maintains a limited number of numbered and reserved parking spaces at the Marana Municipal Complex (MMC) and the Marana Operations Center (MOC) for assignment to employees working at those locations. The purpose of this directive is to set forth the policies and procedures for employees' use of reserved parking at the facilities.

### 2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

### 3.0 REFERENCES

[Reserved]

### 4.1 DEFINITIONS

4.2 Parking Coordinator: The Town employee designated by the Town Manager to administer this directive.

### 5.1 POLICIES AND PROCEDURES

#### 5.2 Assignment of Reserved Parking Spaces

5.2.1 Marana Municipal Complex (MMC). The Town assigns reserved parking spaces at the MMC based on employees' date of hire. When a reserved parking space becomes available, the Parking Coordinator will consult the date of hire list for employees assigned to work at the MMC and will offer the reserved space to the next employee on the list. If the next employee on the list does not want the reserved space, the Parking Coordinator will continue down the list until an employee claims the parking space.

5.2.2 Marana Operations Center (MOC). The Town assigns reserved parking spaces at the MOC based on employees' date of hire. When a reserved parking space becomes available, the Parking Coordinator will consult the date of hire list for employees assigned to work at the MOC and will offer the reserved space to the next employee on the list. If the next employee on the list does not want the reserved space, the Parking Coordinator will continue down the list until an employee claims the parking space.

### 5.3 Miscellaneous

- 5.3.1 Employees may trade reserved parking spaces, but must provide written notice of any trade to the Parking Coordinator so that records related to assignment of spaces are kept up-to-date.
- 5.3.2 An employee may allow another employee to temporarily use his or her assigned parking space when the employee is not using it.

### 5.4 Termination

- 5.4.1 An employee may give up his or her reserved parking space at any time by providing written notice to the Parking Coordinator.
- 5.4.2 An employee's participation in the reserved parking program will automatically terminate upon the employee's termination of employment with the Town for any reason.
- 5.4.3 The Town may terminate the reserved parking program at any time in its sole discretion.

## 6.1 RESPONSIBILITIES

- 6.2 An employee shall not park in any reserved parking space unless the Parking Coordinator has assigned the reserved parking space to the employee, or the employee has the permission to use the space from the employee assigned to the parking space.
- 6.3 The Parking Coordinator shall maintain accurate records regarding assignment of reserved parking spaces.
- 6.4 The Parking Coordinator shall maintain an accurate date of hire list as provided in sections 5.1.1 and 5.1.2 above.
- 6.5 The Human Resource Department shall provide information about the reserved parking program to employees during new employee orientation.

## 7.0 ATTACHMENTS

[Reserved]

**REVISION HISTORY**

	<i><b>DESCRIPTION OF CHANGE</b></i>	<i><b>DATE</b></i>
<b>OR</b>	Original Release	7/1/2015
<b>REV</b>	Revision	8/13/2019
<b>REV</b>	Revision	4/14/2023

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