



RUTGERS POLICY

Section: 30.2.2

Section Title: Parking

Policy Name: Parking for Employees in Legacy UMDNJ Positions

Formerly Book: 00-01-10-145:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: Division of Administration and Public Safety

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Errors or changes? Contact: apsolicies@aps.rutgers.edu

1. **Policy Statement**
This policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for Policy**
To establish a policy and procedure for administering the parking program on all University owned, rented, or leased property, including satellite locations, and on all roadways adjoining such properties.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
Department of Transportation Services
<http://rudots.rutgers.edu>
6. **The Policy**

30.2.2 PARKING FOR EMPLOYEES IN LEGACY UMDNJ POSITIONS

I. DEFINITIONS

- A. Parking Hangtags - the necessary plastic or paper parking identification displayed as directed. Parking hangtags include, but are not limited to, reserved, guaranteed and general hangtags, temporary hangtags, five-day hangtags and one-day parking hangtags.

- B. Temporary Personnel - individuals who perform a service to the University and will be on assignment at University facilities for a specified time.
- C. Guaranteed Parking - a block of parking spaces designated and available only to those individuals who purchased parking privileges at the guaranteed rate at a specified location.
- D. Reserved Parking - an assigned space dedicated by parking hangtag number to the individual who purchased that space.
- E. General Parking - any space not guaranteed, reserved, metered, or otherwise designated.
- F. Metered Parking - spaces in some surface lots available for a set period of time as displayed on the meter for job and student applicants, contractors, vendors and visitors.
- G. Visitor Parking - the parking meters, the valet parking at the front entrance of University Hospital (at the Newark Campus), the park and lock facility in the Doctor's Office Center Parking Deck (Newark Campus), or other designated areas.
- H. Satellite Location - any University owned, leased, or rented property not located on any of the following campus locations: Newark, Piscataway, New Brunswick, Camden, Stratford, or Scotch Plains.

II. Requirements:

A. Parking Fees

- 1 All University faculty, staff members, housestaff, and students utilizing parking facilities owned, leased, or operated by Rutgers University will pay a parking fee in accordance with the prevailing schedule (EXHIBIT).
- 2 The University reserves the right to annually review and recommend adjustments to registration and parking fees.
- 3 For those individuals on Rutgers payroll the general parking fee will be based on the individual's legacy UMDNJ salary as of the last pay cycle of the previous fiscal year.

B. Parking and Traffic Regulations

1. All vehicles entering Rutgers property shall obey all posted speed limits, regulations, and parking restrictions in accordance with NJSA 39:1-1 et seq. and University Policies.
2. All vehicles parked or left unattended on property owned, leased or operated by Rutgers University, with the exception of those parked in visitor parking or metered parking, shall display valid parking identification.
3. Improperly parked or unauthorized vehicles shall be removed in accordance with New Jersey law from the area in question to another area of the University. Should appropriate space not be available, such vehicles shall be towed off University property. The cost of any towing or storage on or off campus in addition to the summons(es) associated with the parking violation(s) plus retrieval of the vehicle shall be the responsibility of the vehicle owner.
4. Persistent violations of University traffic or parking regulations may result in disciplinary action up to and including termination or revoked parking privileges.
5. Falsification and/or reproduction of official University parking hangtags may result in disciplinary action up to and including suspension or termination. Use of unauthorized/expired hangtags is illegal. Users of unauthorized hangtags are subject to disciplinary action up to and including termination from University employment or matriculation as a student and/or criminal prosecution.

6. Faculty, staff, housestaff, students, and visitors who park their vehicles in Rutgers University parking lots shall be made aware at the time hangtags are issued that Rutgers is not responsible for any loss of, or damage to, vehicles parked on its premises nor for any contents therein.
7. An individual who has purchased reserved/guaranteed parking may, upon finding his/her space improperly occupied, temporarily use general parking pending the removal of the improperly parked vehicle. The individual must notify the Department of Transportation Services regarding the unavailability of parking, and the Department of Transportation Services shall notify the individual when the offending vehicle has been removed.

C. Parking Assignments (All Campuses)

1. Upon request and subject to availability, general parking spaces can be temporarily reserved for special visitors and special events after receiving prior approval of the Department of Transportation Services.
2. An appropriate number of parking spaces shall be designated for purchase by disabled patients, visitors, faculty, students, housestaff, and staff in accordance with the Barrier Free Design Regulation, NJSA 17:19A-4.4.
3. Temporarily disabled employees who need to park in close proximity to a particular Rutgers facility are required to obtain a temporary disabled placard from their local police station. The permanently disabled placard or license plate is obtained from the New Jersey Motor Vehicle Commission.
4. Replacement of lost or mutilated parking hangtags will be made upon completion of a report to Public Safety and payment of a replacement fee in accordance with the prevailing schedule (EXHIBIT).
5. In those cases where the loss of a parking hangtag is due to an act of theft or vandalism of the vehicle in which the parking hangtag was displayed, the replacement fee shall be waived. The employee must provide the appropriate Public Safety Office with a copy of the campus police report or a local police report at the time a replacement hang tag is requested.
6. Individuals with reserved or guaranteed parking privileges in a specified lot must park in general parking areas in other University lots on any campus.
7. Vehicles not displaying appropriate parking hangtags are restricted from parking in guaranteed or reserved spaces. The owner/operator of such vehicle is subject to a motor vehicle summons and towing of the vehicle.
8. Vendors and consultants may purchase parking hangtags in accordance with the University's fee schedule (EXHIBIT), or may use visitor, valet, or metered parking.

D. One-Day Parking (All Campuses)

1. One-day parking privileges may be authorized by Vice Presidents, Deans, Department Heads, and Chairpersons for persons who fall into one of the following categories:
 - a. special guests;
 - b. visiting and volunteer faculty;
 - c. volunteers performing service for the University; and
 - d. individuals from accrediting and government agencies visiting the University on official business.
 - e. faculty, staff, and students who temporarily misplace their issued hangtag.

2. Departments and individuals may purchase one-day parking hangtags from a Cashier's Office(s) at the appropriate cost, (see EXHIBIT A). Requests by Department must be signed by the Vice President, Dean, Department Head, or Chairperson and must authorize the transfer of funds by Inter-Departmental Transfers, including the account number of the fund to which the cost is to be charged.
 3. All one-day hangtags displayed on a parked vehicle must have the current date marked in red ink. Owners/operators of vehicles not displaying the appropriate one-day hangtag are subject to a motor vehicle summons and towing of the vehicle.
 4. When possible, the one-day parking hangtag should be mailed to the expected visitor beforehand. The valid date must be marked in red ink on the hangtag prior to mailing.
 5. When there is insufficient time to issue a one-day parking hangtag by mail, the office to be visited is responsible for delivering a dated one-day parking hangtag to the appropriate lobby security desk and informing the visitor of its availability. It should be delivered as early as possible on the day of the visit, with the visitor's name clearly printed on the back.
 6. Unexpected visitors who fall under the one-day privilege guidelines should normally have their parking needs addressed as follows:
 - a. upon the visitor's checking in with any Public Safety person, that person will notify the affected office of the visitor's arrival. Public Safety will be responsible for ensuring that vehicle is not ticketed while visitor is awaiting delivery of parking hang tag; and
 - b. if one-day privileges are to be extended, the office to be visited will hand deliver a dated one-day parking hangtag to the calling Public Safety officer, who will issue it and provide any necessary directions.
 7. Vice Presidents, Deans, Department Heads, and Chairpersons will ensure that one-day parking privileges are granted in accordance with this policy.
- E. Termination of Parking Privileges Upon Separation of Employment or Change in Student Status (All Campuses)
1. Faculty, housestaff, students and staff leaving Rutgers must forward their parking hangtags to the appropriate Department Head or designee, who must return the hangtags to the Department of Transportation Services.
- F. Parking Assignments: Newark Campus
1. General parking privileges are based on a first-come first-served basis except for specifically assigned parking in guaranteed or reserved spaces.
 2. Vehicles that display the five-day hangtag must park in the Norfolk Street parking deck. The five-day hangtags may be purchased from a Cashier's Office(s). Part-time faculty and staff may purchase a five-day hangtag, a yearly hangtag at an annual fee as per the University's fee schedule, a yearly hangtag at a reserved or guaranteed rate, or may use visitor, valet, or metered parking.
 3. Community physicians may utilize valet parking or the Doctors Office Center (DOC) parking deck (subject to availability) and receive validation by the appropriate host unit, at the unit's discretion, or they may use metered spaces.
 4. Volunteers and visiting faculty may utilize valet parking or the Doctors Office Center (DOC) parking deck (subject to availability) or, at the host unit's discretion, may receive validation by the appropriate host unit. They may also be granted one-day parking privileges by their host unit or use metered spaces.

5. Visiting clergy may use the designated spaces at the Doctors Office Center (DOC) parking deck on level 2.
6. Union representatives may purchase a yearly hangtag at an annual fee, a yearly hangtag at a reserved or guaranteed rate, or may use visitor, or metered parking.
7. Individuals taking courses at Rutgers facilities during evening hours may apply for daily parking privileges or may use visitor, valet or metered parking.
8. Law enforcement agencies that are guarding prisoners at University Hospital may purchase a yearly hangtag at an annual fee, a yearly hangtag at a reserved or guaranteed rate, or may use visitor, valet, or metered parking.
9. One-day and five-day parking hangtags cannot be used in the Doctor's Office Center (DOC) parking deck.
10. Due to limited parking facilities at the Newark Campus, in advance of events all departments are encouraged to purchase one-day hangtags from a Cashier's Office(s) and instruct guests to park at the Norfolk Street parking deck.

G. Parking Assignments: Scotch Plains Campus

1. General parking privileges are based on a first-come first-served basis.
2. A yearly hangtag at an annual fee as per the University fee schedule, except for members of Union County College who have parking permits issued by Union County College.
3. Individuals taking courses at Rutgers' facilities during evening hours may apply for one or five day hangtags, at the Newark or New Brunswick Campus cashiers office.
4. Clinical patients parking are available at no fee.
5. Parking for special events will be made available with advance notice to Department of Public Safety.

H. Parking Assignments: Piscataway/New Brunswick Campus, and Satellite Locations

1. General parking privileges are based on a first-come first-served basis except for specifically assigned parking in guaranteed or reserved spaces.
2. Satellite locations operated or leased will be treated as owned property and, therefore, fall under this policy and parking regulations.
3. Volunteers may be granted one-day parking privileges by their host unit at the host unit's discretion or use metered spaces (if available) at their own expense.
4. On the Piscataway campus there will be no ticketing of cars parked in general parking areas or at the parking meters from 6:00 p.m. to 5:00 a.m., Monday through Friday and all day Saturday, Sunday and holidays.
5. Due to the limited parking facilities at the Piscataway/New Brunswick Campus, parking accommodations for conferences exceeding thirty (30) participants must be arranged with the Rutgers parking administration during the peak period of 5 a.m. through 6 p.m.

I. Parking Assignments: Camden and Stratford Campuses and Satellite Locations

1. General parking privileges are based on a first-come first-served basis except for specifically assigned parking in guaranteed or reserved spaces.
2. Satellite locations operated or leased will be treated as owned property and, therefore, fall under this policy and parking regulations.

3. Volunteers may be granted one-day parking privileges by their host unit at the host unit's discretion or use metered spaces (if available) at their own expense.
4. On the Stratford campus there will be no ticketing of cars parked in general parking areas from 6:00 p.m. to 5:00 a.m., Monday through Friday and all day Saturday, Sunday and holidays.
5. Due to limited parking facilities at the Camden and Stratford Campuses, in advance of events all departments are encouraged to purchase one-day hangtags from a Cashier's Office(s) and instruct guests to park in the employee designated areas.
6. Clinical departments should inform all patients that patient parking is available and that parking in employee designated parking may result in a parking violation summons.

III. Responsibilities:

A. The Department of Transportation Services is authorized to:

1. determine in concert with the cognizant Dean or Vice President, the appropriate disciplinary action, up to and including revoked parking privileges, for persistent violations of University traffic or parking regulations, as well as, the appropriate disciplinary action, up to and including suspension or dismissal, for incidents regarding the falsification and/or reproduction of official University parking hangtags;
2. approve temporary parking spaces reserved for special visitors and events;
3. determine the location and assignment of all reserved and guaranteed signs;
4. determine the location and assignment of all metered parking places; and
5. ensure that the cost of the purchase and installation of parking meters shall be paid from either the appropriate campus parking account or the unit requesting installation.
6. remove illegally parked cars or unauthorized vehicles in violation of the parking policy from the area in question to another area of the University or off University property if no other alternative is available.
7. appoint police officers who shall be authorized to issue motor vehicle summonses returnable to a local municipal court and/or to the University for any violation of a posted regulation or policy;
8. report criminal violations; and
9. implement special parking regulations as appropriate during emergencies which may be campus or University-wide.

IV. EXHIBIT

Parking Fee Schedule Fiscal Year Annual Fees

EXHIBIT
**PARKING FEE SCHEDULE FISCAL YEAR ANNUAL FEES
 ALL LEGACY UMDNJ CAMPUSES AND SATELLITE LOCATIONS**

- (1) The CIR parking fee will be prorated in accordance with the existing contractual agreement.
- (2) For faculty and staff employees, the fee for general parking will be based on one half of one percent (.005) of the individuals legacy UMDNJ base salary as of the last pay cycle of the previous fiscal year, or the base salary at the time of registration, not to exceed \$600.00

	NEWARK and SCOTCH PLAINS	PISCATAWAY/NEW BRUNSWICK	CAMDEN and STRATFORD
STUDENT	\$150.00	\$150.00	\$150.00
CIR-HOUSESTAFF	\$204.00 ⁽¹⁾	\$204.00 ⁽¹⁾	\$204.00 ⁽¹⁾
FACULTY & STAFF	.005 of base salary ⁽²⁾	.005 of base salary ⁽²⁾	.005 of base salary ⁽²⁾
PART-TIME USER	Meters at prevailing rate One-day parking hangtag \$3.00 Five-day parking	Meters at prevailing rate One-day parking hangtag \$3.00 Five-day parking hangtag \$15.00	Meters at prevailing rate One-day parking hangtag \$3.00 Five-day parking hangtag \$15.00
REPLACEMENT FEE	\$30.00	\$30.00	\$30.00
GUARANTEED PARKING	\$800.00	\$800.00	\$800.00
RESERVED PARKING	\$1,600.00	\$1,600.00	\$1,600.00
VISITOR	Prevailing rates at the DOC Parking Deck or parking	Prevailing rates in Visitor's Lots or meters.	Prevailing rates in Visitor's Lots
VENDOR	\$600.00 One-day parking hangtag \$3.00 Five-day parking hangtag \$15.00	\$600.00 One-day parking hangtag \$3.00 Five-day parking hangtag \$15.00	\$600.00 One-day parking hangtag \$3.00 Five-day parking hangtag \$15.00