

CENTRAL OFFICE PARKING ASSIGNMENT GUIDELINES

Office of Facilities Management, Alabama Department of Public Health

Our lease with the RSA grants us a fixed number of parking spaces in the Tower Parking Deck. Facilities Management administers the parking for Central Office employees who choose to park in the deck, using the following guidelines:

1. **RSA ACCESS CARD IS REQUIRED TO PARK IN THE RSA PARKING DECK.** RSA rules require tenant employees to have an access card and an assignment to a particular parking deck in order to have parking privileges in that deck. Employee use of numerical codes to enter a deck is not authorized access, unless administered by Facilities Management. Employees who assist individuals in gaining unauthorized parking deck access will be subject to having their parking privileges revoked.
2. **FACILITIES MANAGEMENT MAY TAKE BACK PARKING ACCESS THAT IS NOT BEING USED.** Facilities Management may remove parking access from employees who do not use it and give that access to other employees.
3. **TOWER DECK ASSIGNMENT REMAINS WITH TRANSFERRING EMPLOYEE.** Each employee who has Tower Deck parking will retain it if continuously employed in the Central Office, regardless of reorganizations or transfers between work units or bureaus.
4. **PARKING CONTACT PERSONS IN EACH OFFICE AND BUREAU.** Parking contacts will obtain parking forms and cards for new employees and return parking cards to Facilities Management when employees leave employment in the Central Office. This should be done at exit interview.
5. **DISABLED EMPLOYEES.** Each employee with a disability will need to provide a copy of their disability Placard and the "Application for Disability Access Parking Privileges" that was completed to obtain the placard. Each employee must update Facilities Management at least annually of their ADA status.