

Hospital-wide Policy: **Parking Regulations**
Reference #: AD_P003

Origination Date: May 1993
Next Review Date: October 2015
Effective Date: November 2012

Approval Date: 10/17/12

Approved By: Senior Leadership Team

Policy Owner/Ownership Group: Senior Leadership Team

Policy Information Resource:

SCOPE:

Departments, Divisions, Operational Areas	People Applicable to (Physicians, RNs, Contractors etc.)
Unity Hospital	All employees, physicians, volunteers, students, contractors, and vendors

POLICY STATEMENT:

In order to maintain safe and efficient parking, regulations will be established and maintained.

PROCEDURES:

1. Permits

All employees, students, volunteers, contractors, and vendors are required to have an Allina Health parking permit affixed to or hanging from their rear view mirror, visibly displayed on their dash, or attached on their front or rear window.

- A. Employees and students may obtain parking permits from the Security Office (located near the employee entrance).
- B. Volunteers may obtain parking permits from Volunteer Services.
- C. Employees who drive a vehicle without a permit such as a rental car must notify Security at the start of their shift.
- D. Contractors and vendors may obtain parking permits from the Security Office.

2. Parking Areas (Campus Parking Map is located on last page)

Hospital employees are required to respect the other clinics and property on the campus by not using the following locations for parking unless they work within those buildings: Professional Building, Fridley Medical Building, Lyric Building, and the Education Building. Allina Health employees that work in those buildings must park in employee designated areas.

A. Visitor Lots

Reserved for patients, visitors, and third shift employees only. Employees who are off duty and park in this lot as a patient or visitor should notify security at 763-236-7777. Vendors and contractors are not allowed to park in these lots.

Locations:

1. North side of hospital (front of hospital)
2. Northwest side of hospital (south of Betty Wall Drive)
3. East and West Lyric Building lots

B. Physician Parking

Special parking areas are designated for physicians. These are the only areas in which physicians should park.

1. Northwest side of hospital (north of Betty Wall Drive)
2. Parking for North Town Behavioral Health Physicians in Lyric West and East lots in designated spaces
3. Physicians may choose to park in employee lots if they choose, however, they must follow first, second, and third shift employee regulations listed in section below titled “Employee Parking.”

C. Handicap/Disabled Parking

A state handicap/disabled permit is required. Employees who require handicapped parking are able to use any of the available handicapped stalls.

1. North side of hospital (front of hospital)
2. South side of hospital near employee entrance (preferred that employees park in designated spaces behind hospital if possible to keep spaces in front of hospital available for patients and visitors)
3. Lyric West and East lots
4. Education Building lot

D. Outpatient Parking

Employees may use the Outpatient and Radiation Therapy designated parking spaces between 6 PM and 6 AM only. These spaces are located on the south side of the hospital near the employee entrance.

E. Employee Parking

Day Shift Parking

All employees must park in the employee lots only (exception: see third shift parking).

1. West side of employee lot behind Professional Building excluding first three rows adjacent to Professional Building
2. Southeast lot behind the Emergency Department/OR.
3. Madison lot (East side of Madison Street)

Evening Shift Parking

The “2-11 lot” is for second shift employees who leave after 9:00 P.M. Day shift employees may use the lot behind the hospital if they move their cars before 2:00 P.M. Afternoon employees who come in prior to 2:00 P.M. and leave after 9:00 P.M. may park in the lot behind the hospital; however, they must sign in and note their vehicle permit number on the clipboard located outside the security office or notify Security at 763-236-7777.

1. East side of employee lot behind hospital

Third Shift Parking

Third shift employees may park in either the employee lot or the visitor lot after 9:00 P.M. Those who park in the visitor lot and stay on duty beyond 8:00 A.M. are expected to move their cars to the employee lot for the duration of their shift or to notify Security at 763-236-7777 if it is not possible to move their cars. **Third shift employees that park in the visitor lot in front of the hospital need to park towards the rear of the lot close to Osborne Road so that spaces are available for patients and visitors close to the Emergency Department and Main Entrances.**

F. Restricted Areas

Fines levied against employees who park in restricted areas will cost the employee \$25.00. Restricted areas include:

- Contractor/Vendor spaces
- All grass surfaces
- Areas marked as unauthorized
- Parking beyond marked areas (ends of rows)
- Lots being plowed
- Physician lot
- 2-11 lot
- Active Ride
- On-call parking
- CES parking
- Short term parking

G. Unauthorized Employee Parking Areas

Fines levied against employees who park in the unauthorized areas will cost the employee \$50.00. Unauthorized areas include:

- Fire lanes
- Fridley Medical Center/Professional Building lots (except for employees who work in those buildings)
- Outpatient parking
- Visitor lots (except third shift employees, see above)
- Ambulance only spaces

- Emergency Department lot
- Health Care/Outpatient Pharmacy spaces
- Loading dock
- Patient pick-up areas

H. Other Special Parking Issues

- I. Employees Who Travel – Employees traveling from meetings, seminars, education or other work related functions must park in the employee lot.
- II. Snowplowing – The Maintenance Department has procedures for plowing. Signs are placed designating where employees should park while the lot is being plowed. Employees are expected to cooperate and park where the signs indicate or move their cars from lots being plowed. **Employees who drive around the signs and park in the lot being plowed or refuse to move their cars will be subject to being towed away at owner’s expense.**
- III. Administrative Exceptions – Due to their schedule and frequency of travel, Unity Senior Leadership Team and visiting Allina Senior Management members may park in the physician parking lot. There may also be on a very limited basis, other individuals who may require special parking. These situations will be reviewed individually and approved by the Vice President of Operations, Facilities Director, or the Security Supervisor.

3. Enforcement

The Security Department is responsible for enforcing the parking policies and procedures. Enforcement will be conducted without warning. Employee vehicles parked in areas other than designated parking will be towed away at owner’s expense. Employees may complete a “Payroll Deduction Waiver” which will authorize the hospital to deduct a fine rather than tow the vehicle. Waivers must be on file in the security office at the time of the offense.

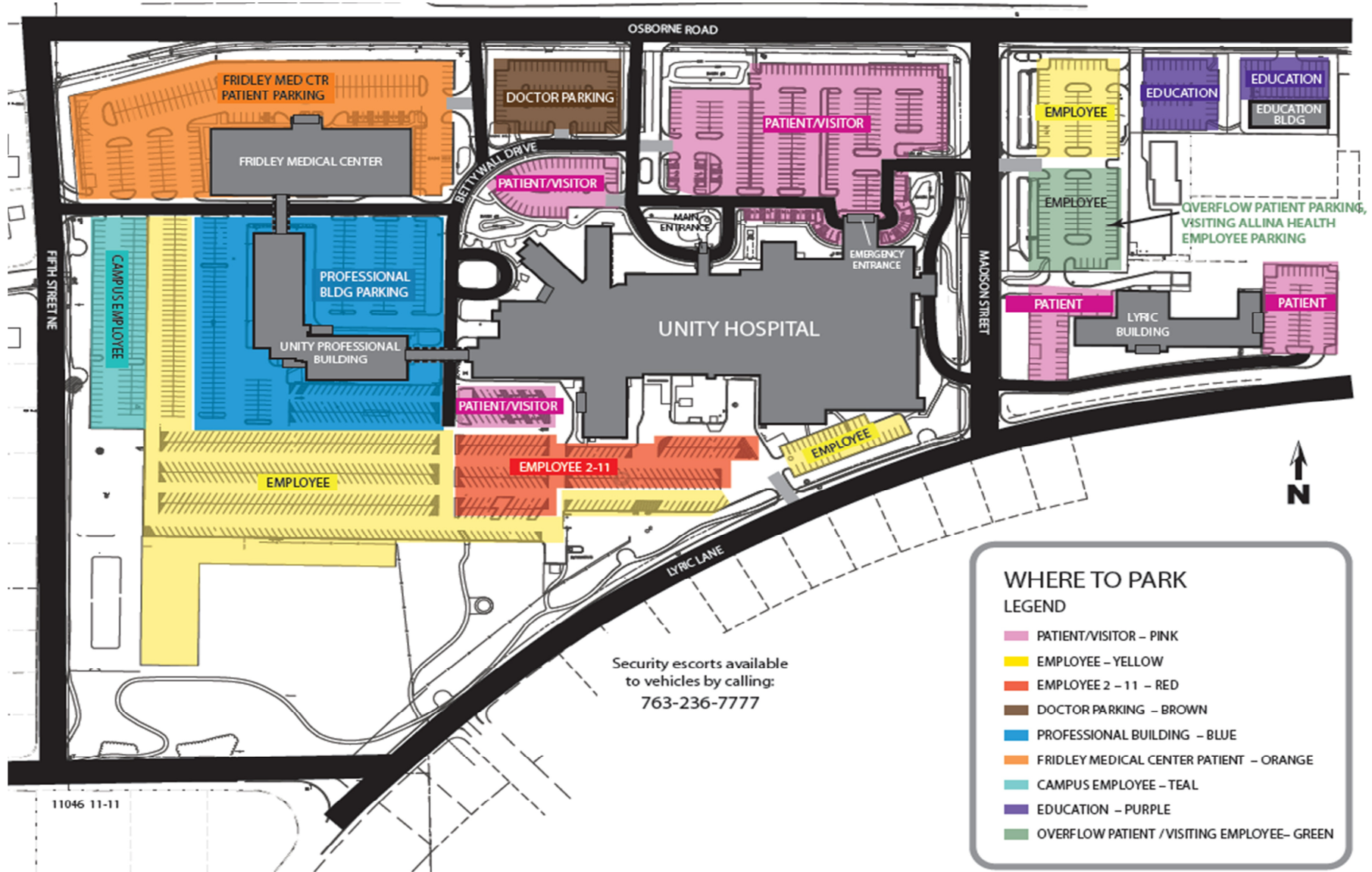
NOTE – Employees who do not cooperate with the snow removal efforts will be towed, not fined. (See “Snowplowing” section above)

Payroll deducted fines – Fines levied for parking in “restricted areas” will cost the employee \$25.00. Parking violations in “unauthorized areas” will result in a \$50.00 fine. All fines will be held for at least one pay period before being sent to payroll to allow for any necessary correction that an employee can validate. Employees are given the ability to grieve citations issued to them by completing a “Parking Violations Grievance Form” posted on the wall outside the security office. Grievance forms will not be reviewed unless all instructions are followed on the grievance form.

Important Note – Employees who do not display a valid hospital parking permit on their rear view mirror, rear window, or visibly displayed on the dash risk their vehicle being towed for a parking violation rather than being fined if Security cannot identify the owner.

REFERENCES: Parking map (located on last page of policy)

Stakeholder Groups
Unity Senior Leadership Team



Security escorts available to vehicles by calling: 763-236-7777