

March 1998

FACULTY PARKING

A9.760 PROCEDURES FOR SUBSIDIZED PARKING

1. Purpose

To promulgate procedures for providing partially subsidized parking for faculty in accordance with the Unit 07 Collective Bargaining Agreement.

2. Applicability/Responsibility

This instruction applies to all faculty personnel throughout the University of Hawai'i system. The Deans, Directors, and Provosts are responsible for determining whether faculty are eligible to receive partial parking subsidies if they are required to use their personal vehicles as a condition of employment.

3. Guidelines

- a. Criteria: Each semester, Deans, Directors and Provosts shall determine whether a faculty member is required to utilize the faculty member's personal vehicle to make at least 20 round trips per month or to travel a minimum of 200 miles per month on authorized University business on an on-going basis.
- b. Subsidized parking under the Unit 07 Agreement will not be made contingent on any travel documentation provided by the faculty member. Each Dean, Director and Provost shall base the determination of eligibility on the work assignments of the faculty member.
- c. Notification: Each semester, in advance of parking application deadlines, Deans, Directors and Provosts shall provide written notification to faculty members that they are required by the University to use their personal vehicles in the performance of their assigned duties and that because of this working condition they are eligible for subsidized parking. Such notification should indicate the semester for which subsidized parking is authorized, and that the payroll deduction method may not be utilized.

- d. Payment Method: Faculty members authorized for subsidized parking will be required to submit a personal check made payable to the University of Hawai'i for the full amount (i.e. 100%) of the applicable parking fee to their Dean, Director, or Provost and will receive in the same transaction an imprest check for 70% of the fee "over the counter". The Faculty Member's check will be forwarded to the Parking Office in a timely manner in accordance with the established procedures for parking applications.
- e. Reimbursements shall be seventy (70%) of the applicable parking fee established for the campus. The Dean, Director, or Provost shall use the imprest check system to ensure a rapid reimbursement processing time. To avoid delay, each Dean, Director, or Provost shall prepare in advance and maintain a listing of faculty members meeting the criteria for subsidized parking for their files.
- f. The Faculty Member will notify the Dean, Director, or Provost when the subsidized parking pass is relinquished before its expiration date.
- g. Deans, Directors and Provosts shall make parking assignments to those faculty members who have been identified as being required to use their personal vehicles in the performance of their University duties from their normal allocation of parking permits.