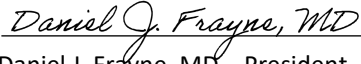




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Policy Title:	Biltmore Campus Parking Policy
Department:	Facilities Management
Origination Date:	May 29, 2015
Approving Officer:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             Daniel J. Frayne, MD – President         </div> <div style="text-align: center;">           03/28/2022            Date         </div> </div>
Last Date Reviewed:	March 21, 2022
Board Approval:	N/A

**I. Purpose**

The MAHEC Biltmore Campus Parking policy outlines parking provisions and requirements for employees, patients, educational participants, students, and visitors.

**II. Scope**

This policy applies to all MAHEC employees, faculty, providers and students working at or visiting the MAHEC Biltmore Campus. MAHEC reserves the right to modify these rules and regulations as needed, to change parking assignments when necessary and to make exceptions if appropriate.

**III. Responsibility**

It is the responsibility of every employee to comply with the requirements of the policy. Managers and Directors are responsible for scheduling employees and for enforcing compliance as a performance issue. Facilities Management will administer the policy, monitor parking lots and issue violations.

**IV. Policy Statement**

MAHEC parking lots are for use by MAHEC employees, patients, students and guests, for MAHEC business purposes only. Any other use requires permission from the CEO or President. Employee parking is allowed in assigned areas only, and is monitored by various means including security patrols and an electronic registration database. Violations of this policy will result in, towing, fines, and disciplinary action (Exhibit B – Accountability Schedule). This policy is enforced Monday through Friday, from 6:30 AM to 4:00 PM.

**V. Registration**

- A. Every employee, faculty and student who brings a vehicle onto MAHEC property must register the vehicle with Facilities Management at [www.mahec.net/parking](http://www.mahec.net/parking) and abide by all MAHEC traffic and parking requirements. Failure to register (or make attestation to alternative transportation) will result in disciplinary action. See Exhibit 2.
- B. Any employee who is temporarily parking a different vehicle in MAHEC parking lots is required to register at [www.mahec.net/parking](http://www.mahec.net/parking) immediately before at the start of their shift.

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C. Medical/ADA parking permits.

1. A state issued Handicapped placard or tag is required at all times to park in designated Handicapped parking spaces.
2. Temporary medical parking permits may be requested by submitting a request in writing to the Department of Facilities Management and the Department of Talent Management. All requests should be followed within 14 days by documentation of need from the requestor's medical provider. Failure to provide documentation could result in disc action as outlined below. A hanging placard will be issued by Facilities Management with a zone assignment that allows the holder to park in designated spaces near their work area.

**VI. Parking Assignments**

- A. Parking assignments may be changed as needed. Employees may be assigned permanent or scheduled parking at the Campus or at off-site parking facilities. Employees may also be required to use alternative transportation or telecommute.
- B. Employees are encouraged to use alternative transportation.
- C. The voluntary **Alternative Parking Incentive Program** may be offered as needed. Employees participating in this program are not allowed to park on campus, doing so will result in disqualification from the incentive program and fines.
- D. **Off-site parking (Including the Foster Church lot)** is considered a separate zone and employees assigned to off-site facilities park there Monday – Friday.
- E. **Visitor Parking zones** include all parking spaces in the upper parking lot at the Biltmore Campus and any space in lower lots as marked by appropriate signage. Visitor parking also includes designated spaces in the lower lot as required to meet continuing education program needs.
- F. Students may be assigned to both off and on campus parking zones. Parking outside of assigned zones will result in fines.
- G. Employees working late shifts may park in any valid space after 4:00pm, Monday-Friday, and anytime during scheduled weekend hours, (unless directed otherwise during special events).
- H. Some general considerations include:
  1. Employees who are attending conferences at MAHEC are still expected to follow the parking policy, including off-site parking if assigned.
  2. MAHEC is not responsible for theft or vandalism in any MAHEC parking lot either on campus or off-site. Parkers are urged to lock their vehicles at all times.
  3. During holiday periods when there are no Continuing Professional Development (CPD) programs and patient care volume is low, MAHEC may elect to suspend the requirements for off-site and alternative parking. Organizational wide notification of this will occur if a decision is made for a particular day or week.

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## VII. Meetings and Educational programs - Parking Limits

- A. Meetings and educational programs are scheduled in accordance with the Shared Resource Reservation policy 8.FC.1005.
- B. Outside groups and meetings will be scheduled only after 5:00 PM, M-F. Outside groups consist of any program not developed, managed or supported by MAHEC CPD Professional Development. Exceptions to this will be reviewed through the office of the President and/or CEO.
- C. During the time between initial approval of this policy and the development of a long term parking plan, the total of all daytime meeting and program participant levels will be limited to a maximum of 40, campus-wide. This number includes CPD program participants and any meetings that include 8 or more non-employees, (or employees who do not normally work at the Biltmore Campus).

## VIII. Citations, Towing and Fines

- A. Parking violations will result in any or all of the below actions:
  - 1. **Fine:** A \$25 monetary fine to be paid by cash, check or debit/credit card directly to the fiscal department. Fines and parking fees are subject to change as needed for policy enforcement.
  - 2. **Towing:** Vehicles parking in patient spaces or causing a traffic hazard will be towed at the owner's expense. See parking lot signage for contact information for towing company.
  - 3. **Disciplinary:** Violations are also treated as a performance issue resulting in disciplinary action. (Policy 3.HR.1021 Performance Improvement and Corrective Action)
  - 4. Please see attached Exhibit 2 for Accountability Schedule.
- B. MAJOR Violations that will result in towing of the vehicle, fines and disciplinary action (as outlined in section VIII.A.1-3 and in Exhibit 2) are:
  - 1. Parking in patient or visitor parking areas, including temporarily designated Continuing Professional Development customer parking.
  - 2. Parking in Fire Lanes and Safety Lanes marked with red or yellow curbs at any time.
  - 3. Causing unsafe conditions (for example vehicle parked in the traffic path, blocking walkways, etc.)
  - 4. Parking in any Handicapped space without a valid NC Handicapped permit or plate.
  - 5. MAHEC may tow any abandoned vehicles left in the parking lot for more than 3 days, unless previously approved by Facilities Management with accompanying email.
  - 6. Vehicles may also be towed for blocking traffic, impeding emergency vehicle access, causing a hazard for vehicular or pedestrian traffic, or parking on landscaped or sidewalk areas.
- C. MINOR Violations that results in fines and disciplinary action (as outlined in section VIII.A.1 & 3 and in Exhibit 2) are:
  - 1. Not parking in assigned area (i.e. parking on Biltmore Campus when assigned to Foster's or other designated off sight parking).
  - 2. Parking on campus, at off-site parking, or any MAHEC facility in an unregistered vehicle.
  - 3. Parking improperly such that parking in an adjacent space is obstructed.

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D. Exceptions to VIII.B.1-6 and VIII.C.1-3:

1. Clinic Appointment:
  - a. Employees who are being seen as patients at the Biltmore Campus may park in visitor parking spaces for the duration of their appointment only. Prior to the appointment and after the conclusion of the appointment if the employee returns to work they must move their car to an employee space. This exception only applies for the duration of the appointment only.
  - b. Employees are required to send an email to [parking@mahec.net](mailto:parking@mahec.net) immediately upon arrival stating their appointment date & time. Failure to provide notice may result in a towing, a fine and disciplinary action as the car will identified as being improperly parked.
2. 15 Minute Loading and Unloading are permitted at entrances in the upper and lower parking lots with the following stipulations:
  - a. Traffic (including City Bus, emergency and delivery vehicles) is not blocked by loading and unloading.
  - b. Total time does not exceed 15 minutes.
  - c. Vehicles are promptly relocated to authorized parking areas.
  - c. Improper loading and unloading may result in a violation, fine and disciplinary action.

E. Appeals of parking citations and fines:

1. Appeals of parking citations and fines can be addressed through the corrective action process together with Talent Management. (Policy 3.HR.1021 Performance Improvement and Corrective Action).
2. Appeals shall be submitted within 7 days of the parking incident.
3. The appeal will be reviewed by MAHEC Administration in conjunction with the employee's immediate supervisor and a response will be given after an investigation is completed.
4. Appeals will NOT be considered for the following:
  - a. Ignorance of the requirements of this policy
  - b. Parking illegally for a short time, with exception of Loading and Unloading as outlined in VIII.D.2
  - c. Inconvenience of the assigned parking.
  - d. No available parking space.

**Exhibit 1**  
**MAHEC Biltmore Campus Parking Map**



**Exhibit 2  
Accountability Schedules**

Section VIII.B.1-6 <u>MAJOR</u> Violations	Actions
<ol style="list-style-type: none"> <li>Parking in patient or visitor parking areas, including temporarily designated Continuing Professional Development customer parking.</li> <li>Parking in Fire Lanes and Safety Lanes marked with red or yellow curbs at any time.</li> <li>Causing unsafe conditions (for example vehicle parked in the traffic path, blocking walkways, etc.)</li> <li>Parking in any Handicapped space without a valid NC Handicapped permit or plate.</li> <li>MAHEC may tow any abandoned vehicles left in the parking lot for more than 3 days, unless previously approved by Facilities Management with accompanying email.</li> <li>Vehicles may also be towed for blocking traffic, impeding emergency vehicle access, causing a hazard for vehicular or pedestrian traffic, or parking on landscaped or sidewalk areas.</li> </ol>	<ol style="list-style-type: none"> <li><b>Fine:</b> A \$25 monetary fine to be paid by cash, check or debit/credit card directly to the fiscal department. Fines and parking fees are subject to change as needed for policy enforcement.</li> <li><b>Towing:</b> Vehicles parking in patient spaces or causing a traffic hazard will be towed at the owner's expense. See parking lot signage for contact information for towing company.</li> <li><b>Disciplinary*:</b> Violations are also treated as a performance issue resulting in disciplinary action. (Policy 3.HR.1021 Performance Improvement and Corrective Action).</li> </ol>
Progression Schedule Section VIII.B.1-6 MAJOR Violations	
1st offense	Actions 1 -3*
2nd offense	Actions 1 -3*
3rd offense	Actions 1 -3*
4th offense	Actions 1-3* + loss of parking privileges at Biltmore Campus
*3 Disciplinary Action will escalate with each offence in accordance with Policy 3.HR.1021 Performance Improvement and Corrective Action.	

Section VIII.C.1-3 <u>MINOR</u> Violations	Actions
<ol style="list-style-type: none"> <li>Not parking in assigned area (i.e. parking on Biltmore Campus when assigned to Foster's or other designated off sight parking).</li> <li>Parking on campus, at off-site parking, or any MAHEC facility in an unregistered vehicle.</li> <li>Failure to register (or attest that you are not bringing a vehicle to campus).</li> <li>Parking improperly such that parking in an adjacent space is obstructed.</li> </ol>	<ol style="list-style-type: none"> <li><b>Fine:</b> A \$25 monetary fine to be paid by cash, check or debit/credit card directly to the fiscal department. Fines and parking fees are subject to change as needed for policy enforcement.</li> <li><b>Disciplinary*:</b> Violations are also treated as a performance issue resulting in disciplinary action. (Policy 3.HR.1021 Performance Improvement and Corrective Action).</li> </ol>
Progression Schedule Section VIII.C.1-3 MINOR Violations	
1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Action 1
3 <sup>rd</sup> offense	Actions 1 & 2*
4 <sup>th</sup> offense	Actions 1 & 2*
5 <sup>th</sup> offense	Actions 1 & 2*
6 <sup>th</sup> offense	Actions 1 & 2* + loss of parking privileges at Biltmore Campus
*2 Disciplinary Action will escalate with each offence in accordance with Policy 3.HR.1021 Performance Improvement and Corrective Action.	