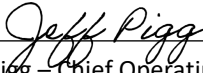




Policy No.: 3.FC.1002	Page No: 1 of 4
Policy Title:	Biltmore Campus Parking Policy
Department:	Facilities Management
Origination Date:	May 29, 2015
Approving Officer:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  _____ Jeff Pigg – Chief Operating Officer </div> <div style="text-align: center;"> 07/27/2023 _____ Date </div> </div>
Last Date Reviewed:	August 1, 2023
Board Approval:	August 9, 2023

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 and abide by all MAHEC traffic and parking requirements.
- B. Any employee who purchases a new vehicle or is temporarily parking a different vehicle in MAHEC parking lots is required to immediately register at www.mahec.net/parking before the start of their shift.

VI. Parking Assignments and exceptions

- A. MAP of campus plan for Biltmore Campus parking assignments. ([Exhibit 1](#))
- B. Assignments may be changed as needed.

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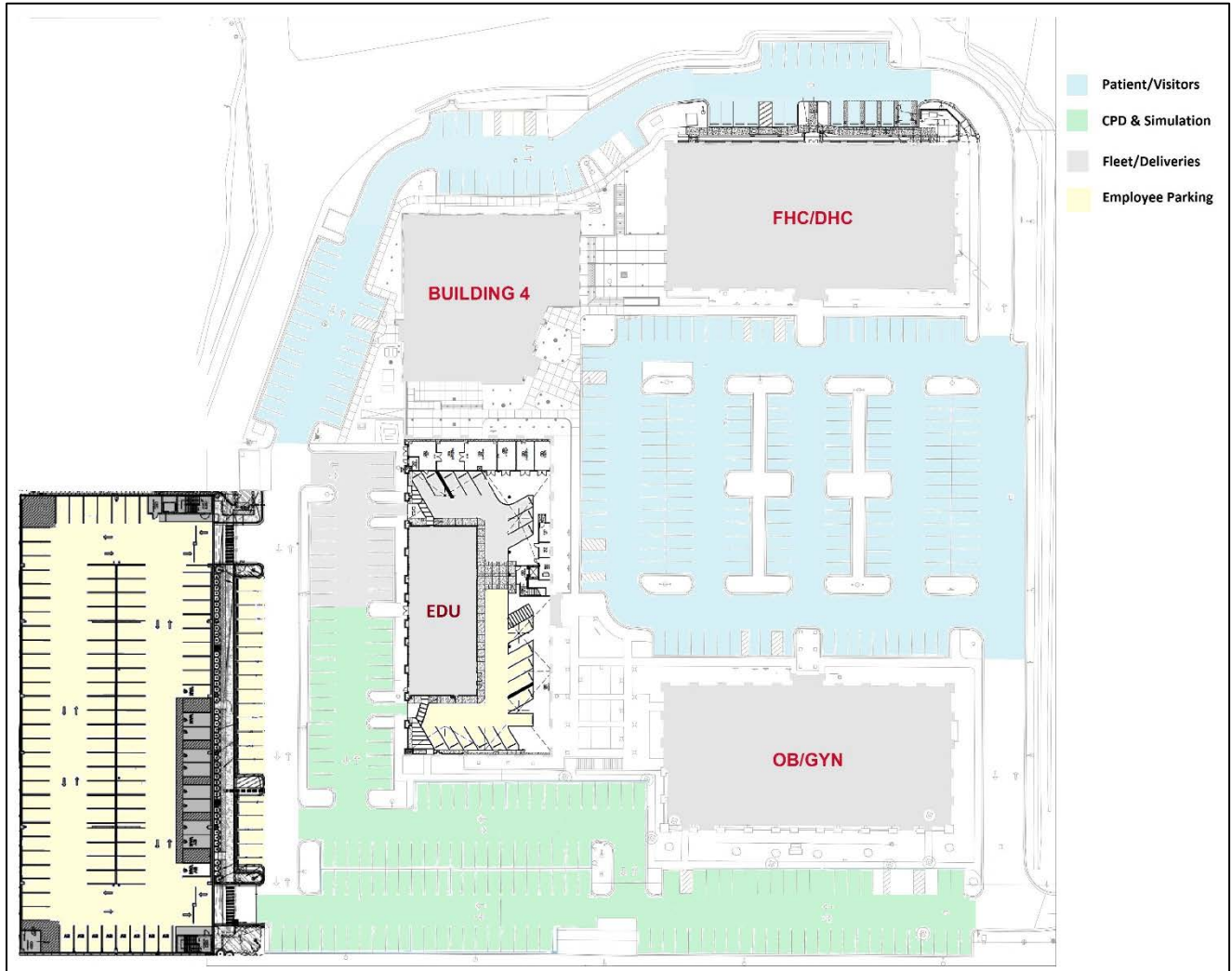
- C. Reserved parking may be designated from time to time and for various purposes. Parking areas may also be barricaded to preserve space for program participants, or to prevent use during inclement weather. Parking in any reserved or barricaded spaces will be treated as a violation.
- D. Employees working late shifts may park in any parking space after 4:00pm, Monday-Friday, and anytime during scheduled weekend hours, (**unless directed otherwise during special events**). Employees working late are encouraged to park closer to exit doors after-hours.
- E. Medical/ADA parking permits. A state issued Handicapped placard or tag is required at all times to park in designated Handicapped parking spaces. Requests for any other parking accommodation should be made through MAHEC Talent Management
- F. Employees attending conferences at MAHEC are still expected to park in employee parking spaces as outlined in this policy.
- G. **15 Minute** Loading and Unloading is permitted at building entrances in the upper and lower parking lots with the following stipulations:
 - 1. Traffic (including cars, buses, emergency and delivery vehicles) is not blocked by loading and unloading.
 - 2. Total time does not exceed 15 minutes.
 - 3. Vehicles are promptly relocated to authorized parking areas.
 - 4. Improper loading and unloading may result in a violation, fine and disciplinary action.
- H. Clinic Appointment:
 - 1. Employees who are being seen as patients at the Biltmore Campus during non-working hours may park in visitor parking spaces for the duration of their appointment only.
 - 2. Employees are required to send an email to parking@mahec.net immediately upon arrival stating their appointment date & time. Failure to provide notice may result in a fine and disciplinary action.
- I. Additional general considerations include:
 - 1. MAHEC is not responsible for theft or vandalism in any MAHEC parking lot either on campus, at satellite offices or elsewhere. Parkers are urged to lock their vehicles at all times.
 - 2. During holiday periods when there are no Continuing Professional Development (CPD) programs and patient care volume is low, MAHEC may elect to suspend some requirements organizational wide notification of this will occur if a decision is made for a particular day or week.

VII. Appeals of parking citations and fines:

- A. 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).
- B. Appeals shall be submitted within 7 days of the parking incident.
- C. 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.
- D. Appeals will **NOT** be considered for the following:
 - 1. Ignorance of the requirements of this policy
 - 2. Parking illegally for a short time, with the exception of Loading and Unloading as outlined in VI.G.
 - 3. Inconvenience of the assigned parking.
 - 4. No available parking spaces.

Exhibit 1

MAHEC Biltmore Campus Parking Map



**Exhibit B
Accountability Schedule**

<u>MAJOR</u> Violations		Actions
<ol style="list-style-type: none"> Parking in patient or visitor parking areas, including permanently or temporarily designated reserved spaces. Parking in Fire Lanes and Safety Lanes marked with red or yellow curbs at any time. Causing unsafe conditions (blocking emergency vehicles, fire hydrants, creating an obstacle, etc.) Parking in any Handicapped space without a valid NC Handicapped permit or plate. Parking in patient or visitor parking areas, in an unregistered vehicle. 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. 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. 	<ol style="list-style-type: none"> First Offense - \$25 Fine Second Offense - \$50 Fine 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. <p>Fine: A monetary fine of increasing amounts to be withdrawn directly from an employee's paycheck.</p> <p>Disciplinary*: Violations are also treated as a performance issue resulting in disciplinary action. (Policy 3.HR.1021 Performance Improvement and Corrective Action)</p>	
Progression Schedule MAJOR Violations		
1st offense	Action 1	
2nd offense	Action 1	
3rd offense	Action 2	
4th offense	Actions 2 & 3*	
*3 Disciplinary Action will escalate with each offence in accordance with Policy 3.HR.1021 Performance Improvement and Corrective Action.		

<u>MINOR</u> Violations		Actions
<ol style="list-style-type: none"> Not parking in assigned areas. Parking on campus, at off-site parking, or any MAHEC facility in an unregistered vehicle. Parking improperly such that parking in an adjacent space is obstructed. 	<ol style="list-style-type: none"> Second Offense - \$25 Fine Third Offense - \$50 Fine 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. <p>Fine: A monetary fine of increasing amounts to be withdrawn directly from an employee's paycheck.</p> <p>Disciplinary*: Violations are also treated as a performance issue resulting in disciplinary action. (Policy 3.HR.1021 Performance Improvement and Corrective Action).</p>	
Progression Schedule MINOR Violations		
1st offense	Warning	
2nd offense	Action 1	
3rd offense	Action 1	
4th offense	Action 2	
5th offense	Actions 2 & 3*	
*2 Disciplinary Action will escalate with each offence in accordance with Policy 3.HR.1021 Performance Improvement and Corrective Action.		