A. Introduction

1. Purpose
   The purpose of this policy is to set forth guidelines for payment of parking fees for UCD faculty, staff, students, patients, visitors, volunteers and contractors.

2. Reference
   b. State Fiscal Rule 2-8 Miscellaneous Compensation and Other Benefits (Perquisites).
   c. CRS 23-5-107 Authority of Governing Board – Parking.

3. Responsibility
   It is the responsibility of administrative personnel, Parking and Transportation Services Division, and individual faculty, staff and students to ensure compliance with this policy. It is also the responsibility of the Parking and Transportation Services Division to establish procedures for parking on both campuses and to ensure compliance with those procedures and fiscal policies.

B. Table of Contents

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C. Applicability

This policy applies to all users of parking facilities owned or leased by UCD and to the expenditure of any funds administered through UCD for such parking facilities.

D. Definitions

1. **Employee** is defined as an individual (full-time, part-time, temporary, seasonal and hourly) who is employed by UCD per Internal Revenue Services definitions.

2. **Student** includes any individual who is registered or enrolled in a class or course offering of UCD.

3. **Visitor** is defined as an individual visiting the campus on a temporary basis and not being paid by any entity associated with UCD.

4. **Patient** is defined as an individual receiving medical services or participating in medical research through UCD.

5. **Volunteer** is defined as an individual who volunteers without remuneration to assist, teach or practice at UCD. They cannot be paid partially or completely by UCD to acquire the status of volunteer.

6. **Contractor** is defined as a construction company employee, contract laborer, or consultant working on a project and being paid by UCD.

7. **Parking Fee** refers to the amount assessed, on a regular basis and at a published rate, by UCD Parking and Transportation Services Division or an external parking provider for parking an employee’s personal vehicle on UCD owned or leased parking facilities.

8. **Parking and Transportation Services Division** is the UCD auxiliary that operates as a self-funded enterprise.

9. **Primary Place of Work or Study** is the location where an employee is regularly and predominately assigned to work, or where a student primarily attends classes. Generally, if an individual spends half or more of his/her work time at a particular location, or has his/her main office or work site at a particular location, that location is considered the employee’s primary place of work used to determine the permit parking location.

10. **Parking Permit** is defined as an authorized parking permit or entry device issued by the UCD Parking and Transportation Services Division. Also honored are permits issued by other University of Colorado campuses and Auraria Higher Education Center in accordance with reciprocal parking agreements.
E. Policy

1. **General**
   UCD units may not pay parking fees, as defined in this policy, for UCD faculty, staff or students to park their vehicle at the employee’s or students primary place of work or study. This is considered a personal expense of UCD employee or student and is not a reimbursable expense from any funds administered by UCD.

   All other individuals visiting the campus, whether they are patients, contractors, volunteers or visitors, will normally pay for their parking services. Departments may choose to pay for parking for their patients, contractors, volunteers or visitors.

   Any faculty, staff or students parking a vehicle on the Anschutz Medical Campus will be required to participate in the parking program.

2. **Payment for Parking Fees**
   The Parking and Transportation Services Division will not accept payments for parking from UCD departments except as outlined above. The Procurement Services Center will not process employee reimbursements or payments to vendors for parking fees at UCD except as outlined above.

3. **Enforcement**
   The Parking and Transportation Services Division will ensure compliance with the fiscal policies and procedures established to provide parking for UCD community.