

CITY OF HAMILTON, OHIO

No. 340

ADMINISTRATIVE DIRECTIVE

Effective Date: 1-1-16

Approved by: Joshua A. Smith,
City Manager

SUBJECT: Employee Parking Deduction

PURPOSE: To reduce paper processes and increase efficiency of current operating procedures.

POLICY STATEMENT: All employees parking in City-owned parking lots paying monthly parking fees will have their fees taken out as a payroll deduction beginning January 1, 2016.

1. Policy Implementation.

- a. Beginning in 2016, any City employee that wishes to park at a **City-owned parking lot** and pay monthly parking fees will have their monthly parking fees taken out as a payroll deduction.
- b. If an employee is currently paying monthly parking fees at a **City-owned parking lot** and does not want the payroll deduction, they will be considered to have forfeited their parking spot and their card will be deactivated and the spot will be available for rent.
- c. This applies to all City Parking lots and the City Parking Garage.
 - i. Locations include:
 1. McDulin Garage
 2. Surface Lot at MLK and High Street
 3. Surface Lot at Market and Front Street
- d. Employees may continue to use the pre-tax transportation deduction to reimburse themselves for the City parking fees.