

## CCS Administrative Procedure

### 5.05.01-A Employee Parking Fee

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#### Implementing Board Policy [5.05.01](#)

Contact: Chief Administration Officer, 434-5037

#### 1.0 Purpose

All employees who park at CCS facilities, both on campus and off campus, are required to purchase a parking permit.

#### 2.0 Limitations and Requirements

- 2.1 A valid employee parking permit is required for employees parking day or night at CCS facilities.
- 2.2 The fee for the parking permit is established by the board of trustees of Community Colleges of Spokane.
- 2.3 Employee parking permits are subject to State of Washington retail sales tax according to RCW 82.04.050(3d).
- 2.4 Anyone parking on campus must have a valid permit or park at a paid meter.

#### 3.0 Permits

##### 3.1 Annual Employee Permits

- 3.1.1 Annual employee permits are issued from the college cashier's office upon payment of the appropriate fee as published in the Schedule of Parking Fees and Fines. Annual permits are valid from the first day of fall quarter to the day before the first day of fall quarter the following year. The vehicle license plate number must be provided for each vehicle to be parked on campus.
- 3.1.2 Annual permits are sold from September 1 through December 15.
- 3.1.3 Pre-tax, payroll deduction is available for annual permits only.
  - 3.1.3.1 Employees may choose to make the deductions in twenty-four (24) installments per year totaling the annual parking permit fee. Employees who leave employment prior to full payment of the permit must return the permit to avoid the remaining amount due being deducted from their final paycheck.
  - 3.1.3.2 Employees may choose a one-time payroll deduction for the full amount of the annual permit fee. This option is non-refundable as tax laws do not allow for refunds once the pre-tax amount has been deducted.
- 3.1.4 Annual parking permit fees paid in cash are non-refundable except in accordance with section 5.3, below.

##### 3.2 Quarterly Employee Permits

- 3.2.1 Employees may purchase quarterly permits for the appropriate fee as published in the Schedule of Parking Fees and Fines.
- 3.2.2 Payroll deduction is not available for quarterly permits.
- 3.2.3 Quarterly parking permits fees are non-refundable.

3.3 Invited guests may be provided permits by the sponsoring department.

3.4 Visitors may park in metered parking or obtain a daily parking permit for the established fee as published in the Schedule of Parking Fees and Fines.

- 3.5 Employees who purchase annual or quarterly parking permits are entitled to a special motorcycle permit at no extra charge.
- 3.6 Lost or stolen permits (including motorcycle permits) are the responsibility of the employee.
  - 3.6.1 A replacement permit may be purchased at the same rate as the original permit.
  - 3.6.2 Under unusual circumstances the employee may appeal the replacement fee to the Chief Administration Officer. The appeal must be in writing and the decision of the Chief Administration Officer is final and binding.

#### 4.0 Parking Regulations

- 4.1 The parking permit is to be displayed on the inside front mirror, hung so information on the permit is visible through the front windshield.
- 4.2 Parking must be in designated spaces.
- 4.3 Violators are subject to fines and other measures as described in WAC 132Q-20-260.
- 4.4 Refer to WAC 132Q-20 for a complete list of traffic and parking rules and regulations.

#### 5.0 Commute Trip Reduction Participants

- 5.1 Bus Riders, Car Pools or Van Pools. Employees who purchase monthly bus passes or ride in a car pool or van pool are eligible to purchase quarterly parking permits at a 75 percent reduction from the quarterly parking permit fee.
  - 5.1.1 Individuals electing this option must purchase their parking permit on a quarterly basis rather than annually.
  - 5.1.2 Individuals must agree to ride the bus or car pool a minimum of three (3) days per week.
  - 5.1.3 Employees who carpool five (5) days per week are eligible for a quarterly parking permit at no cost.
- 5.2 Biking/Walking. Employees who pledge to bike/walk a minimum of three (3) days per week, five (5) months per year are eligible to purchase quarterly parking permits at a 75 percent reduction from the quarterly parking permit fee.
- 5.3 Change in Commute Status for Annual Permit Holders. Staff or faculty who purchased annual parking permits and change commute status during the period of the permit are entitled to refunds issued at the college cashier's office as follows:
  - 5.3.1 Fall Quarter: 90 percent
  - 5.3.2 Winter Quarter: 60 percent
  - 5.3.3 Spring Quarter: 30 percent
- 5.4 Participants must complete a Commute Trip Reduction form. The form is available from the college cashier's office.

#### 6.0 Related Information

- 6.1 [WAC 132Q-20](#) – Traffic rules and regulations
  - 6.2 Administrative Procedure [2.00.01-D](#), Commute Trip Reduction Program
  - 6.3 [Schedule of Parking Fees & Fines](#)
  - 6.4 [Parking Citation Appeal](#)
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