



***Parking Facilities Policy***

***November 2011***

Parking Facilities Policy for the Executive Plaza

- As of November 1, 2011, parking fees for the EOC-owned and City-leased facility will be free of charge.
- Annual windshield tags will be distributed in January.
- Lost or Stolen key fob replacement fee is \$10.00
- Current reserved parking designations will remain and not change.
- The employee waiting list for transfer to the EOC-parking lot will be based on a first come first served basis. The Executive Director has the discretion to assign parking permits.
- The employee waiting list will be maintained in the Corporate Affairs, Operations Office, periodic changes in employee status will be confirmed by the Human Resources Department. The waiting list will be transparent, as events change affecting the list, the executive staff will receive the revised update list for distribution to their employees. When an employee's name reaches the first position on the list and an opening becomes available the Operations Office will notify the appropriate supervisor, and employee of the parking permit availability. If the employee declines the transfer the next person on the list will receive notification of permit availability. All new permit transfers will immediately take place, upon the employee's acceptance of their new parking assignment.
- The Operations Officer will set aside the number of designated handicapped spaces needed to comply with State and Local regulations. In the event that additional handicapped spaces are required, the visitor spaces will be converted in handicapped spaces. Additional visitor spaces will be provided at the city-owned facility.
- Parking lot passes are **not transferrable** from one employee to another, without prior written permission from the Operations Officer.
- Parking signs will be placed in strategic locations (identifying visitor parking spaces, special visitor permits will be issued individuals conducting multiple days of business at the Executive Plaza.
- Short-term visitor parking lot violations: 1..First violation, Placing a direct, but nicely worded notice under the windshield wiper, 2..Second violation, placing a stern warning, pasting the notice to the drivers windshield, and finally, 3..Third violation, towing the vehicle.
- Parking fees will be included in the square footage rental fees for EOC programs.
- Programs such as FCWIB and other outside program operators will have parking fees written into their lease agreements (employing the square footage cost calculations).
- The reserved parking designations are found on the attached list. These reserved designations are **non-transferrable** to other employees without written approval from the Operations Officer.



**Reserved Parking Designation Roster  
Executive Plaza  
EOC Parking Policy**

**As of November 2011**

Space #	Program/Lessee	Position
H	Handicap/Ramp	By Permit
2	San Jose Job Corps	Vacant
3	Dynamic Educational Systems	Job Corps for Women
4	Baby Shop	Vacant
5	AARP	Vacant
6	Human Resources	Director, Human Resources
7	Finance	Assistant Director, Finance
8	Internal Audit	Manager, Internal Audit
9	Executive Office	Director, Agency and Community Relations
10	Corporate Affairs	Operations Officer, Corporate Affairs
11	Executive Office	Associate Executive Director, Human Resources
12	Executive Office	Associate Executive Director, Finance
13	Finance	Director, Finance
14	Emergency - Fire Lane/Ramp	No Parking
15	Emergency - Fire Lane/Ramp	No Parking
16	Emergency - Fire Lane/Ramp	No Parking
17	Executive Office	Executive Director/CEO
18	Executive Office	Assistant Executive Director, Programs
H	Handicap/Ramp	By Permit
H	Handicap/Ramp	By Permit
H	Handicap/Ramp	By Permit
19	Corporate Affairs	Facilities Manager, Executive Plaza
20	Head Start	Director, Head Start
21	Executive Office	Associate Executive Director, Planning/Development
22	Human Resources	Manager Human Resources
23	Corporate Affairs	Manager, Information Technology
24	Employment and Training (E&T)	Director , E&T
25	Head Start	Support Services Manager
26	Head Start	Director, Education
27	WIC	Assistant Director, WIC



***Parking Facilities Policy***

***November 2011***

28	Head Start	Director, Health Services
----	------------	---------------------------

29	Early Head Start	Director, Early Head Start
30	Employment and Training	Assistant Director, E&T
31	FCWIB	
32	SACC	Director, SACC
33	Head Start	Director, Nutrition Services
34	Head Start	Director, Home-Based Services
35	WIC	Director, WIC
H	Handicap/Ramp	By Permit