



STAFF PARKING ALLOCATIONS PROCESS

Due Date-**June 19, 2020**

A. 2020-21 PARKING RATES

Rates will stay the same for the 2020-21 school-year

Unreserved (first-come)

	Base Salary	Monthly Rate	Yearly Rate
Level A	\$29,999 and less	\$20.00	\$240.00
Level B	\$30,000 to \$59,999	\$30.00	\$360.00
Level C	\$60,000 to \$149,999	\$35.00	\$420.00
Level D	\$150,000 and above	\$50.00	\$600.00

Gated

- \$678.00 annually or \$56.50 per month for gate-controlled parking in McClung Tower, Vol Hall and Locust Street. This provides parking in these gated garage facilities with restricted access.

Reserved

- \$1,476.00 annually or \$123.00 per month for a designated reserved space at all times.

Note: Special events are a “different ballgame”. Alternative parking areas will be designated for those staff members who must work and whose normal assigned space or area is required for special event parking.

B. ROLE OF THE DEPARTMENT PARKING REPRESENTATIVE

- Make **recommendations** to Parking & Transit Services (PTS) on who is assigned to what area (staff 7, 12, 23, etc., you do not assign to a specific parking lot – 11st garage)
- Verify your allocation is inclusive of all staff and department cost centers
- Please note any staff who may have turned in their permit during teleworking and accommodating those requests***
- Review current parking allocation and work with departmental personnel to determine any changes, new staff and staff who are no longer with your department
- Enter the data determined into the online PSO Employee Permits Manager
- Request exceptions via PTS office if needed
- If allocations are exceeded or space is unavailable, PTS will contact you

C. INSTRUCTIONS FOR USING THE ONLINE ALLOCATIONS PROGRAM

You are specifically authorized to access the online program at:

<https://webapps.utk.edu/Parking/EmployeePermitsManager/Entrance.aspx>

Enter your NetID and password to login

- Follow the instructions for accessing your departmental parking information
- Review the online database:
 1. Verify all your costs centers are indicated
 2. Verify all the parking areas are represented
 3. Remove any staff no longer with your department or no longer eligible (term, emeritus, GTAs, GAs or any other students)
 4. Add staff who are now with your department
 5. Move staff from one area to another IF it is appropriate and space is available (for extremely tight areas, we must verify that old permits have been turned in to allocate any additional space)
 6. Review all changes and finalize
 7. Deadline **June 19, 2020**
 8. If you make a mistake or have a change after it is finalized, please contact Jill Brown, Permit Manager at 974-6059 or jbrown10@utk.edu

The presentation was sent to you and details the allocation process with screen shots. If have questions, please contact our team at 974-6031 or parking@utk.edu

D. ALLOCATIONS NOT AVAILABLE THROUGH THE ONLINE ALLOCATIONS PROGRAM

- i. *Orange Dots (see presentation for more details)
- ii. Print-On-Demand (see presentation for more details)
- iii. *Specials (see presentation for more details)
- iv. *Hill Area
- v. Accessible
- vi. *Reserved Spaces
- vii. Gated Spaces
- viii. *Sales & Service (vendors)

Note: * These types of permits REQUIRE a written request and justification from the appropriate chief administrative officer of the respective division.

ACCESSIBLE/HANDICAPPED PARKING FOR 2020-21

Renewals for accessible/handicapped permits will be done at the Parking & Transit Services (PTS) office at 2121 Stephenson Dr.

We will contact anyone with a current accessible/handicapped permit regarding bringing their documentation to the office. Permit renewals will start on **Monday July 20, 2020**.

Parking staff is available to come to the vehicle to facilitate transaction.

E. IMPORTANT INFORMATION REGARDING DISTRIBUTION OF PARKING PERMITS

- i. UT staff will be notified directly by email on **July 20th** that permits are available for purchase online
- ii. Staff are able to print a 14-day temporary permit when they complete the transaction
- iii. Permits will be mailed directly to staff at an address they have chosen (we strongly recommend that permit holders **have their permit mailed to their home**)

F. IMPORTANT NOTICE FOR STAFF WHO DO NOT WISH TO PURCHASE PERMITS ONLINE

Staffs who do not wish to purchase permits online can purchase permits from the Parking & Transit Services office located at 2121 Stephenson Drive starting **July 27th**.

G. ADDITIONAL PERMIT INFORMATION

i. PROCESSING NEW EMPLOYEES

- a. **Employee must be in IRIS** to know what Level A, B, C, or D to charge them
- b. Verify with your departmental HR representative that the new employee is in the system
- c. If employee is not in IRIS we will charge them \$30.00 for the first month and they will have to come back the next month (and they don't like that) to set up payroll deduction.

ii. PAYMENT

- a. All parking fees are payable annually in advance
- b. Employees that are classified as "regular" in IRIS may choose to pay the annual parking fee through monthly payroll deduction.
 - Monthly payroll deduction for assignments made in August will begin in August. The annual charge will be reduced on a per month basis for assignments made after August.
- c. Employees that are classified as temporary ("term") are **not eligible for payroll deduction**.
 - Temporary employees may purchase a daily permit, a monthly permit or an annual permit in available areas by paying the established fee in advance.

iii. RETURNING A PERMIT

- a. Faculty/staff that terminate their employment with the University, that want to discontinue parking, or that experience an extended leave:
- b. **Must return their parking permit hangtag or sticker to Parking and Transit Services to stop the payroll deduction**
 - Permits/sticker must be returned in-person to the UT Parking Office located at 2121 Stephenson Drive.
- c. Permit must be returned (and received in the Parking and Transit Office) **by the last business day of each month** to avoid additional charges for the next month.
- d. If a permit is not returned, the employee will be billed for any outstanding balance due.

- e. Staff not working during summer term or going on extended leave may surrender their parking permits before they leave campus. **This may result in loss of current parking assignment.**
- iv. **PARKING ASSIGNMENTS**
 - a. Make sure that persons listed are eligible for staff parking
 - b. GTAs, GAs or other student employees are **not eligible for staff parking**
 - c. Priority of assignment is up to each department; however, job requirements or physical limitations should be prime considerations.

If you need additional information, please contact Parking & Transit Services at 865-974-6031 or parking@utk.edu.

Resource page can be located here:

<https://parking.utk.edu/resources-for-parking-representatives/>