



FACULTY/STAFF PARKING ALLOCATIONS PROCESS

Due Date - **June 18, 2021**

A. 2021-22 PARKING RATES

Rates will stay the same for the 2021-22 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: Unreserved and gated spaces may be impacted by special events (such as football or concerts), which are a “whole different ballgame”. Faculty/Staff members who **MUST** work will be provided with alternative parking areas. On football Saturdays, these options are VERY limited.

B. ROLE OF THE DEPARTMENT PARKING REPRESENTATIVE

- Make **recommendations** to Parking & Transit Services (PTS) on who is assigned to what area (Faculty/Staff 7, 12, 23, etc., you do not assign to a specific parking lot – 11st garage)
- Verify your allocation is inclusive of all Faculty/Staff and department cost centers
- Review current parking allocation and work with departmental personnel to determine any changes, new Faculty/Staff and Faculty/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

Click here [to access the Permit Manager Program](#)

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 Faculty/Staff no longer with your department or no longer eligible (term, emeritus, GTAs, GAs or any other students)
4. Add Faculty/Staff who are now with your department
5. Move Faculty/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 18, 2021**
8. If you make a mistake or have a change after it is finalized, please contact Jill Brown, Permit Manager at 865-974-6059 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 865-974-6031 or parking@utk.edu

D. **OTHER PERMIT OPTIONS** – you do not have to deal with these in the Faculty/Staff allocations process:

1. Individuals

- a. Accessible (see box below)
- b. Gated
- c. *Reserved
- d. *Specials (i.e. similar to an Orange Dot but for an individual who teaches on the Ag campus and on the Hill)

2. Departments

- a. *Orange Dots – not assigned to a person, but a department
- b. *Reserved – a few departments have these
- c. QR Codes – for conference or large meeting parking in Vol Hall garage only
- d. Print-On-Demand – An application must be completed first

3. Other

- a. *Hill Area
- b. *Sales & Service (vendors and contractors)

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

EASIER ACCESSIBLE PARKING RENEWAL PROCESS

The majority of accessible permit holders will now be able to renew online and NOT have to come to our office.

Renewals for accessible permits can now be done through the online process for any Faculty/Staff Accessible Permit holder with a placard that **expires AFTER** August 1, 2021.

We will contact anyone with a current accessible permit if the placard expires before August 1, 2021 to update their paperwork.

E. IMPORTANT INFORMATION REGARDING DISTRIBUTION OF PARKING PERMITS

- i. UT Faculty/Staff will be notified directly by email on **July 19th** that permits are available for purchase online
- ii. Faculty/Staff are able to print a 14-day temporary permit when they complete the transaction
- iii. Permits will be mailed directly to Faculty/Staff at an address they have chosen (we strongly recommend that permit holders **have their permit mailed to their home**)

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

Faculty/Staff who do not wish to purchase permits online can purchase permits from the Parking & Transit Services office located at 2121 Stephenson Drive starting **July 26th**.

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. Faculty/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 Faculty/Staff parking
 - b. GTAs, GAs or other student employees are **not eligible for Faculty/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.

Click here for the [Parking Representative Resource page](#) for links, step by step process, and access to this year's presentation.