

# **NORFOLK REGIONAL CENTER (NRC) PARKING PROGRAM POLICY**

## **I. OVERVIEW.**

This document provides guidelines on the assignment of Norfolk Regional Center (NRC) parking spaces located in the Norfolk Federal Building garage. Employees are reminded that parking in NRC parking spaces is a privilege and not a right of any individual. It is the responsibility of all persons using NRC parking spaces to read, become familiar with, and comply with the requirements of the NRC Parking Program.

In accordance with the Federal Management Regulation (Title 41, Code of Federal Regulations, Part 102-74), the following priority is established for the assignment of NRC parking spaces:

- a) Severely handicapped employees (defined as follows: “handicapped employee means an employee who has a severe, permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another).
- b) Executive personnel (defined as follows: Executive means a Government employee with management responsibilities who, in the judgment of the employing agency head or his/her designee requires preferential assignment of parking privileges).
- c) Van pool/car pool (defined as follows: Van pool means a group of at least 8 persons using a passenger van or commuter bus designed to carry 10 or more passengers and is used for transportation to and from work in a single daily round trip; carpool means a group of two or more people regularly using a motor vehicle for transportation to and from work on a continuing basis).
- d) Other privately-owned vehicles of employees, on a space available basis.

## **II. Severely Handicapped Employee Parking.**

- a) Eligibility for severely handicapped parking is limited to permanent, full-time NRC employees. Any employee requesting an NRC parking space under this category must provide to the NRC Building Management Office current medical documentation from a medical care provider which , in the judgment of the NRC BMB Facility Manager, clearly establishes the employee as a severely handicapped employee as defined above, and in accordance with the Rehabilitation Act of 1973. Eligible severely handicapped employees will be assigned NRC parking space as soon as possible.

b) At a minimum, the employee's medical documentation must address the following in lay terms.

i) Diagnosis of the employee's medical disability, to include any supporting clinical findings,

ii) prognosis of the employee's medical disability,

iii) identification of any current and future planned medical treatments and their expected therapeutic effect on the employee's disability,

iv) expected duration of the employee's medical disability (to include the medical basis for this opinion), and

v) identification of the accommodation(s) which will allow the employee to perform the duties of his/her assigned position in an acceptable manner (to include the expected duration of any identified accommodation[s]).

c) As appropriate, the Building Management Branch Office may have requests for severely handicapped parking evaluated by the Federal Occupational Health Service (FOHS). In order for a FOHS physician to evaluate requests, the requesting employee will be required to provide the Building Management Branch Office with a completed medical release of information form (see Appendix B) so that the employee's medical care provider may be contacted to discuss the employee's medical disability. The Building Management Branch Office will use information provided by FOHS in making a decision on the employee's request.

d) Employees authorized parking spaces under this category will be required to provide the Building Management Branch Office periodic verification of their medical handicapping condition. Failure to timely provide requested medical documentation can result in loss of parking privileges under this parking program.

e) Employees who cease to be eligible for parking spaces under this category will receive written notice from the Building Management Branch Office explaining the basis for its determination. Such employees will have thirty calendar days from the date of the written notice to vacate their assigned parking space (this period of time may be extended at the discretion of the Building Management Branch Office upon a showing of good cause).

### **III. Executive Personnel Parking.**

For purposes of administering this parking program executive personnel consists of the NRC Building Management Facility Manager and Division Chiefs. The parking spaces assigned to employees occupying these positions will be designated as executive spaces at all times, subject only to the requirement to accommodate severely handicapped employee parking.

### **IV. Van Pool Parking.**

a) Eligibility for van pool parking consists of a group of eight or more NRC permanent, full-time employees using a motor vehicle for transportation to and from work. Van pool parking will be assigned subject to the accommodation of severely handicapped employee parking and executive personnel parking. Van pool members must ride together in a properly constituted van pool, both to and from work, at least four days each week. An exception to this requirement is made for the following periods of absence which temporarily reduces van pool participation to less than eight employees: periods of absence on official government travel and/or periods of absence on approved leave provided no single period of absence exceeds three consecutive weeks. Length of travel by the van pool must be at least three miles each way.

b) Applications for van pool parking may be submitted to the Building Management Branch Office at any time and will be placed on the van pool waiting list. Van pool parking spaces will be assigned during van pool open seasons. Van pool open seasons will be held the first fourteen calendar days of January and July of each year. Additional open seasons may be held whenever the Building Management Branch Office determines they are necessary (see Appendix A for Van/Car Pool Application).

c) Each authorized van pool will have a designated prime van pool member to whom a van pool parking space is assigned and who is responsible for all official contacts with the Building Management Branch Office concerning van pool matters. Prime van pool members are responsible for:

- i) Completion and submission of the van pool application.
- ii) Immediately notifying the Building Management Branch Office in writing of all periods of absence of three consecutive weeks or more which reduces van pool participation to less than eight employees.
- iii) Notifying the Building Management Branch Office in writing of any changes in van pool membership within three working days.
- iv) Timely providing information on the van pool as required by the Building Management Branch Office.

d) If the number of van pool applications received exceed the available number of van pool parking spaces, priority order of parking space assignments will be determined by the total years of Federal Government service at NRC of all members of the van pool (i.e., highest priority will be given to the van pool application with members possessing the greatest total number of years, etc.).

e) Failure to maintain parking program requirements will result in reassignment of the van pool parking space.

## **V. Car Pool Parking.**

a) Eligibility for car pool parking consists of a group of two or more NRC permanent, full-time employees using a motor vehicle for transportation to and from work. Car pool parking will be assigned subject to the accommodation of severely handicapped employee parking, executive personnel parking, and approved van pool parking. Car pool members must ride together in a properly constituted car pool, both to and from work, at least four days each week. An exception to this requirement is made for the following periods of absence which temporarily reduces car pool participation to one employee: periods of absence on official government travel and/or periods of absence on approved leave provided no single period of absence exceeds three consecutive weeks. Length of travel by the car pool must be at least three miles each way.

b) Applications for car pool parking may be submitted to the Building Management Branch Office at any time and will be placed on the car pool waiting list. Car pool parking spaces will be assigned during car pool open seasons. Car pool open seasons will be held the first fourteen calendar days of January and July of each year. Additional open seasons may be held whenever the Building Management Branch Office determines they are necessary (see Appendix A for Van/Car Pool Application).

c) Each authorized car pool will have a designated prime car pool member to whom a car pool parking space is assigned and who is responsible for all official contacts with the Building Management Branch Office concerning car pool matters. Prime car pool members are responsible for:

- i) Completion and submission of the car pool application.
- ii) Immediately notifying the Building Management Branch Office in writing of all periods of absence of three consecutive weeks or more which reduces car pool participation to one employee.
- iii) Notifying the Building Management Branch Office in writing of any changes in car pool membership within three working days.
- iv) Timely providing information on the car pool as required by the Building Management Branch Office.

d) If the number of car pool applications received exceed the available number of car pool parking spaces, priority order of parking space assignments will be determined by the total years of Federal Government service at NRC of all members of the car pool (i.e., highest priority will be given to the car pool application with members possessing the greatest total number of years, etc.).

e) Failure to maintain parking program requirements will result in reassignment of the car pool parking space.

## **VI. Parking of Other Privately Owned Vehicles.**

a) Employees of other privately owned vehicles will be assigned parking spaces as they

are available after accommodation of approved severely handicapped employee parking, executive personnel parking, and approved van/car pool parking. Eligibility for assigned parking spaces by employees of other privately owned vehicles is restricted to those physically working a minimum of four days per week in NRC Federal Building offices. Eligible employees will be placed in tiers as follows:

- i) Tier One - All NRC supervisory employees and team leaders with supervisory duties. If there are insufficient parking spaces for all tier one employees, priority order for assignment of available parking spaces to tier one employees will be based on the highest grade first, and then total years of Federal Government service at NRC when there is more than one employee at the same grade level (i.e., highest priority is assigned to the employee with the highest grade and the most years of Federal Government service at NRC and lowest priority is assigned to the employee with the lowest grade and the fewest years of such service). Tier one employees have priority over tier two employees for available parking spaces.
  - ii) Tier Two - NRC employees who are not supervisors or team leaders with supervisory duties. Priority order for assignment of available parking spaces to tier two employees will be based on the highest grade first, and then total years of Federal Government service at NRC when there is more than one employee at the same grade level (see discussion of " priority order in previous subsection).
- b) Displacement of one or more employees assigned parking space under this category may become necessary to accommodate approved severely handicapped employee parking, van pool or car pool parking, to adjust the "priority order" because of promotions, new hires, etc. In such instances, the order of displacement will commence with the tier two employee with the lowest grade and the fewest number of years of Federal Government service at NRC. Should all tier two employees be displaced, but additional parking space is required in order to comply with this parking program, tier one employees will be displaced. The order of such displacement will commence with the tier one employee with the lowest grade and the fewest years of Federal Government service at NRC. The same procedure applies to van/car employees and executive personnel when their displacement is necessary to comply with this Parking Program.
- c) Displaced employees will receive written notification from the Building Management Branch Office explaining the reason for displacement. Displaced employees will have thirty calendar days from the date of the written notice to vacate their assigned parking space (this period of time may be extended at the discretion of the Building Management Branch Office upon a showing of good cause). Displaced employees may be reassigned parking space, in accordance with this Parking Program, as it becomes available.

## **VII. Penalties.**

Violations of this parking program, including submission of false information, will result in the

immediate revocation of approved parking privileges. In addition, such violations may constitute misconduct which could result in the initiation of disciplinary action.

**VIII. Effective Date.**

This parking program will go into effect on January 1, 2004.

**Appendix A**

**NRC Van/Car Pool Application**

The following permanent full-time EASC employees request an EASC car pool parking space:

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: If more than eight persons are participating in a van pool, additional signatures may be affixed to the back of this application.**

Van/Car pool applicants affirm that their requested van/car pool meets all requirements set out in the NRC Parking Program. Specifically, for van pools, eight or more permanent full-time NRC employees will ride to and from work together at least four days a week; for car pools, two or more permanent full-time NRC employees will ride to and from work together at least four days a week. An exception to this requirement is made for the following absences which temporarily reduce car pool participation to one employee: periods of absence on official government travel and/or periods of absence on approved leave, provided no single period of absence exceeds three consecutive weeks. Length of travel by the van/car pool must be at least three miles each way.

The following employee agrees to serve as the prime van/car pool member:

\_\_\_\_\_.

It is understood the prime van/car pool member is responsible for:

- a. Completion and submission of the van/car pool application.
- b. Immediately notifying the Building Management Branch Office in writing of all periods of absence of three consecutive weeks or more which reduces car pool participation to one employee (or in the case of van pools, reduces participation to less than eight employees).
- c. Notifying the Building Management Branch Office in writing of any changes in van/car pool membership within three working days.
- d. Timely providing information on the van/car pool as required by the Building Management Branch Office.

It is understood that failure to comply with parking program requirements will result in immediate cancellation of an assigned van/car pool parking space.

**Submission Date:** \_\_\_\_\_ **200**\_\_

I \_\_\_\_\_, authorize my medical care provider  
\_\_\_\_\_, to release all medical information in his/her  
possession pertaining to the following medical condition(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The above referenced medical information may be released to: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date