**Policy Statement**

This policy encourages alternative forms of commuting to work rather than driving; and aims to minimize the number of employees parking in the downtown core. It is aligned with the guidelines of the Downtown Transportation Master Plan, Vision 2020, and the Transportation Demand Management (TDM) initiatives.

**Purpose**

The purpose of the policy is to provide clear criteria of when an employee qualifies and needs to apply for employer-paid parking.

**Scope**

This policy applies to all City of Hamilton employees including permanent, temporary, contract, students, interns and volunteers. Any employee in the downtown core, who had employer-paid parking effective 2005-03-09, is exempt from this Policy. This exemption continues to apply in the event that these employees voluntarily move to another position in the downtown core (through job posting process).

All other employees who choose to drive to work will be required to obtain and pay for their own parking. The applicable collective agreement parking provisions take precedence over this policy.

**Definitions**

**Downtown Core**

This includes Hamilton’s downtown area within the perimeter of Queen Street, York Blvd / Wilson Street, Wellington Street, and Hunter Street.

**Parking Exemption Permits**

A permit issued to eligible employees to exempt personal vehicles from specified parking regulations, while the employee is actively engaged in the performance of their duties in the field, and where such duties require the vehicle to be in close proximity to the work site.

**Terms & Conditions**

1. Employees are encouraged to smart commute through programs such as employee discounted bus passes (EC Pass Program) and through secured bike parking facilities. See the [Smart Commute](#) website for more information.

2. All elected officials will receive employer-paid (or employer-provided) parking at City Hall.

3. Those employees who are required to use their vehicles for City business three times per week or more of their
scheduled work week will receive an employer-paid (or employer-provided) parking. This must be for City business and employees must not count trips that are not for official City business. As outlined in the Code of Conduct for Employees Policy, it is fraud to misrepresent information, including parking requirements and approvals.

4. Employees required to use their vehicles to perform their duties on a daily basis, may be issued a Parking Exemption Permit. The parking exemption permit may only be used while the employee is working in the field, away from their base of operation. Examples of roles where employees are issued Parking Exemption Permits include, but are not limited to, the following situations where, as a normal part of his or her regular duties, an employee:

- inspects buildings or road/construction/reconstruction sites
- performs health inspections
- actively monitors traffic patterns or traffic volumes, or gathers engineering design information respecting a highway
- is required to inspect the physical plant, license or operations of businesses
- is required to attend at various properties to be sold, purchased, leased, or otherwise acquired or disposed of by the City of Hamilton

The Parking Exemption Permit is not intended to be used to exempt an employee’s vehicle from parking regulations while the employee is working or attending meetings in an office or other indoor environment. The Parking Exemption Permit must not be used when the employee is not working. Abuse of the benefit of an Exemption Parking Permit may result in disciplinary action.

5. Employees who use their private vehicles for City business fewer than three times per week are reimbursed for parking costs on a per trip basis in accordance with travel and mileage policies.

6. All employees who choose to drive to work will be required to obtain and pay for their own parking.

7. An employment agreement or contract that provides employer-paid parking takes precedence over this policy.
**RESPONSIBILITIES**

**General Manager**
- Keep a central record of all approved employer-paid parking permits, employees approved for employer-paid parking, and mileage expense histories within the department’s Finance & Administrative Section for annual review, potential audits or Freedom of Information (FOI) requests.
- Regularly review approved employer-paid parking permits and applications for department and mileage expense histories. This is done to ensure that employees who receive employer-paid parking continue to meet the policy’s eligibility standards.
- Use discretion when authorizing employer-paid parking exceptions to this policy on an as-required basis for hard-to-fill key positions. Keep a record of rationale for all exceptions.
- Sign-off the Application for Employer-Paid Parking Form based on the employee meeting eligibility criteria per Policy.

**COMPLIANCE**

Failure to comply with this Policy may result in termination of employer-paid parking; and will result in appropriate disciplinary measures, up to and including dismissal from employment.

**RELATED DOCUMENTS**

The following related documents are referenced in this Policy:
1. Application for Employer-Paid Parking
2. Mileage Claims Form
3. EC Pass Program
4. Smart Commute
5. Transportation Master Plan
6. Code of Conduct for Employees Policy

**HISTORY**

The following stakeholders were consulted in the policy revisions:
- Human Resources
- Policy Review Group
- Hamilton Municipal Parking System

The amended Employee Parking Policy was approved by Senior Management Team on 2011 02 10. This replaces the former policy named Employee Parking Policy dated 2005 03 09 approved by Council in Report No. 05-005.