

Dr. Richard Hudson

Approved: 10.10.06 Local Policy Revision approved by Dr. Hudson

Campus Police

Parking

Reserved Parking Space Policy

Reserved parking spaces are provided for the parking of faculty and staff on a selected basis. Since the college has more employees in some areas than the parking space available, we have designed a formula driven system that is fair to all employees. All personnel are subject to parking policies established by the College and will be assigned a reserved parking space by the Chief of Campus Police when regular use of their personal vehicle(s) occurs.

All employees must register their vehicle(s) with Campus Police and should display an assigned parking sticker on the rear bumper of the vehicle.

All employees of Davis Hall have assigned parking places. All employees of the Community Center are to park in any available parking space in the parking lot to the North of the building. All employees of the Physical Plant are to park in proximity of the Physical Plant Building as space permits. Employees of Dickenson Hall are to park in the Dickenson Faculty Staff Lot to the West side of the building.

Reserved parking is assigned by title for the President and his assistant, and the four Vice Presidents and their assistants. These individuals will receive a reserved parking place in the Tazewell Hall parking area regardless of employment date.

Reserved parking assigned around Tazewell, Buchanan, and Russell Halls will be assigned by seniority according to permanent State Service which is listed on the employee record in the Human Resource Office. This is the date that will be used to determine who will receive the available parking spaces of each building. For example, if there are ten spaces available for Tazewell Hall, the ten spaces will be assigned in rank order based upon the permanent record of State Service that is recorded in the permanent employee file. In the event of a tie, the Chief of Police will use Buy Back as a first level and alphabetical last name as a second tie breaker. Others that do not have a reserved parking space are to park as follows: Buchanan Hall will park in Buchanan Hall Lot; Tazewell and Russell Halls will park in the Dickenson Hall Lot.

Neither the College nor the Governing Board shall be responsible for damage to vehicles while parked or operated on college property. An official list of employee parking spaces is kept in the Human Resources Office.