



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: PARKING REGULATIONS FOR POOL EMPLOYEES DISTRICTWIDE	Code: GG0101
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Policy Reference: N/A

1. Pool employees are those MATC employees represented by Locals 212, 587, 715, and other nonrepresented nonexempt employees.
2. Purpose: To assign and control parking areas, districtwide, in an equitable manner to serve the best interests of the college.
3. Parking will be provided for employees, whenever possible, at all campuses. All employees wishing to park in an MATC parking lot must purchase a parking permit/hangtag.
4. Parking permits/hangtags must be purchased at the campus where the majority of your work assignment is performed.
5. Assignments will be made in accordance with the current Parking Agreement as negotiated with Locals 212, 587, and 715.
 - A. Parking will be offered with the following considerations:
 1. All pool employees, based on date of hire seniority. Tiebreakers are determined by the Labors Relations Department.
 2. Parking for employees with temporary or permanent disabilities (see GG0105).
 - B. The parking seniority list for the Milwaukee Campus shall be prepared and retained in the Public Safety Office. Seniority dates are provided by the Human Resources Department.
 - C. Parking assignments will be made in August of each year at the beginning of the school year. Any adjustments in parking assignments will be made in January with the exception of disabled parking, which can be adjusted at any time during the year.
 1. An employee who does not choose to exercise a parking privilege may request parking at any time but will then need to wait until either August or January to exercise his/her seniority (whichever occurs first).
 - D. Summer parking requires an additional permit and a parking fee. Parking assignments for the Eighth and State Street Parking Structure on the Milwaukee Campus requires ten (10) or more weeks' summer assignments.



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6. General Rules: Violations of the rules may results in the loss of your parking privileges.
 - A. Space assigned to an employee is to be used ONLY by that employee; it may not be loaned, transferred, sold, or rented to another person.
 - B. Vehicles not displaying a valid permit/hangtag may be ticketed by the local police department.
 - C. Employees parking out of their assigned area can be ticketed by local police.
 - D. Motorcycles at the Milwaukee Campus must park in the designated area on the Freeway Parking Lot.
 - E. An employee's position on the seniority list is not lost due to a personal decision not to drive, join a car pool, or because of a granted leave of absence. Future assignments, however, must await the provisions as described in 3c(1).
 - F. Car pools will be recognized with the space being assigned to the individual who meets the highest seniority requirement. Only one car in the pool may park at any given time. If a car pool is discontinued, all members are then subject to being reassigned based on their individual seniority.
 - G. Drivers must use designated roadways and may not drive over curbs, on Sidewalks, or on landscaped areas.
 - H. Drivers must park within the marked parking spaces and in such a manner as not to occupy more than one space.
 - I. While operating a vehicle in the parking lots great care should be taken in regard to speed and other safety considerations.
 - J. No overnight parking is permitted on any of the parking lots without the prior approval of the Public Safety Department on the Milwaukee Campus or operations managers at the regional campuses.
7. Areas within parking lots will be designated as follows: employee, disabled, student, visitor, motorcycle, bicycle, and auto repair shops.
8. A parking permit/hangtag must appear on all vehicles parked in any MATC parking lot.



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9. Bicycles must be parked in designated areas in bicycle racks and not brought into the buildings or chained to railings or trees.
10. All parking issues are the responsibility of the operations managers at the regional campuses and the Public Safety Department on the Milwaukee Campus.
11. The director of Public Safety will provide advisory support to the regional campuses in regard to parking.
12. MATC is not responsible for the loss, theft, or damage to vehicles or their contents while parked on campus (except as provided in a labor agreement).

Office of Responsibility: Administrative Services