



ADMINISTRATIVE REGULATION  
AND PROCEDURE

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Title: ASSIGNMENT OF RESERVED DISABLED PARKING	Code: GG0105
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Policy Reference: C0500-1; C0203

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MATC, in its effort to accommodate those persons with disabilities, complies with federal, state and local laws, regulations and agreements affecting parking for employees. The following procedure will be enforced by the MATC's ADA/504 Coordinator.

1. All employees wishing to park in a MATC parking lot must purchase and properly display a valid MATC parking hangtag for that lot.
2. All employees who are disabled and wish to park in a disabled parking space must obtain and display a valid Wisconsin Department of Transportation Disabled Permit or display a Disabled Vehicle License Plate.
3. *Temporary* (less than 3 months) parking accommodation requests are reviewed by the Wellness Coordinator, in Human Resources. Documentation for the parking accommodation must be received from the employee's health care provider for review. This documentation from the medical provider **must state the employee's medical condition prohibits the employee from walking a distance of more than two blocks, twice a day. It must also include an anticipated end date for the disabled parking assignment.** To expedite review, the employee is encouraged to sign a "Release of Confidential Information Waiver" which allows for communication with their health care provider specific to the request for assignment of a temporary disabled parking spot to the employee.
4. If the employee is seeking to be assigned a disabled parking location on a long-term basis (more than three months), the Americans with Disabilities Act (ADA) accommodation request process should be initiated. This process is facilitated by Human Resources. The necessary paperwork can be accessed on imatc at: <http://imatc/HR/onlineforms.html>. The ADA accommodation request process requires both the employee and their health care provider to complete supporting paperwork. Completed documents are to be submitted to HR.
5. At the Milwaukee Campus, students may park in any of the surrounding designated public lots or MATC lots designated for student parking. These lots meet all state, local and federal regulations with respect to parking for persons with disabilities. Disabled students at the regional campuses must purchase a student parking permit and should park in the disabled spaces within the student parking lots.
6. Failure to comply with the procedures can result in the loss of parking privileges. Any violations of MATC procedures and regulations could result in the vehicle being towed and/or subject to the appropriate citation and fine from the local police department.

Office of Responsibility: Human Resources