

Northeast Higher Education District Employee Parking Fee Policy and Procedure

POLICY

All employees shall pay parking fees as mandated in Minnesota State Colleges and Universities Board Policy 5.11 and Procedure 5.11.1 and as noted below:

Part 4. Mandatory Fees. Mandatory fees are in statute or policy and are required to be charged at all colleges and universities.

Subpart B. Parking fees.

1. Colleges and universities shall develop a policy to charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to *Minnesota Statute § 136F.67*.
2. The president shall determine the fees. Students shall pay an amount that is equal to or less than that paid by the institution's employees for the same type of parking (e.g. reserved, general, etc.).
3. Colleges and universities have the option to collect fines and towing fees for parking violations pursuant to *Minnesota Statute § 136F.53*.

PROCEDURE

The parking fee amount is determined by the Northeast Higher Education District (NHED) President's Cabinet and is currently set at an annual maximum of \$60.00. The annual parking fee for each employee will be calculated using the employee's full-time equivalent (FTE) assignment. Any change in the maximum parking fee will be communicated to all employees. All NHED colleges will provide employees the opportunity to participate in pre-tax payroll deduction. Each employee must give authorization to have the parking fee deducted from their paycheck. The payroll deduction date will occur twice a year; the first paycheck in March and October.

The college designated contact will distribute the payroll deduction authorization form to all employees. If the employee elects to participate in payroll deduction, the employee must sign and return the authorization form to the college designated contact by the due date. The form is completed only once by the employee and remains in effect until the employee discontinues participation in the payroll deduction or the employee's assignment has ended.

Employees electing not to participate in the payroll deduction process will be invoiced by the Business Office for their parking fee. Employees must pay the parking fee within 30 days of receipt of the invoice. If payment is not received within the 30 days of invoice, the Business Office will follow the standard collection procedures.

A payroll deduction authorization form will be added to the new employee packet. There may be instances where employees have been hired for a weekend class or a specific event (i.e., College for Kids) and the parking fee may not be assessed to those individuals.

Waivers and refunds. Employee waiver will be granted on an exception basis only. There will be no refund of parking fees.

Use of collected fees/fines. Parking fees and fines will go into a dedicated fund that can only be used for repair and maintenance of existing lots or paving of new lots.

Adopted: September 2011