

Employee Parking During Inclement Weather

December 2010

Should unsafe conditions due to inclement weather require closing parking areas or sections within a parking deck or surface lot, the assigned (reserved) parking policy and vehicle towing may be suspended for that facility. During these times employees may park in any space within their assigned parking facility. If there is no available parking in the facility, the employee should immediately contact State Parking for alternate parking options (919-807-4499). Parking Coordinators will be advised by State Parking when these exceptions are in force and should communicate that information to their affected employees. State Parking will also communicate directly with employees via email using the employee email addresses in our customer database.

In situations where individual spaces may be unusable due to excessive snow or ice, or any other unsafe condition, but parking areas or sections have not been closed, the employee assigned to the affected space may park in any visitor parking lot without making payment. The employee must advise their parking coordinator of their situation immediately. The parking coordinator must then contact State Parking and provide the name of the employee so staff may be advised not to charge the employee for parking.

Any exceptions to, or deviations from, this policy that are necessary to address other situations which may impact employee parking will be communicated as timely as possible to affected employees through their Departmental Parking Coordinator.