

## Stall Share Policy

The Department of Administration realizes that employee parking is an important element of a person's employment. To address two major issues regarding parking – not enough available parking stalls and the possibility of more employees telecommuting, DOA is introducing a Stall Share Policy and implementing an electronic shared stall system.

### Scope

The stall share policy will cover all DOA properties that DOA collects parking revenue from. Any employee who currently pays for an individual parking stall can share their stall with another State employee who is with the same agency and headquartered in the same building and also on the building's parking waiting list.

### Parking Waiting List Process

Employees who are already on the waiting list for an individual stall will be able to choose which days they are interested in sharing a stall. Such preference changes will not affect the employee's place on the waiting list. Employees who are not currently on the parking wait list but are interested in part time stall share will be added to the end of the list.

### Current Subscriber Process

Current subscribers can access the Stall Share system to select what days they are willing to share their stall and submit offers to employees on the parking waiting list with similar stall share preferences. Offers must begin with the first name on the automatically generated list provided. When a parking stall is newly assigned to an individual employee, they have the option of using the stall as an individual stall or pairing up with the next person on the list who matches their preferences. Once an individual subscriber is in a stall share agreement, they cannot go back to an individual stall unless their stall share partner cancels.

### Fees and Policies

Both employees will be required to pay 50% of the parking fee each pay period through payroll deduction regardless of the number of days each employee is parking. Employees must apply through the enterprise parking application or, if unavailable, using the parking application (DOA-8124). Each subscriber will receive a parking sticker with the same number on it. Subscribers may only park in their stall on the days indicated on their parking application. Noncompliance with this rule can lead to loss of parking privileges.

### Cancellations

If either of the subscribers would like to cancel the shared parking agreement, both employees will need to submit cancellation requests using the enterprise parking application, or if unavailable, by using the Parking cancellations form (DOA-8127).

- If the original subscriber cancels their parking, the secondary subscriber will not retain the stall; but does become eligible to receive an offer for a new stall share agreement. The stall does not automatically transfer to the remaining subscriber as an individual stall but will be offered to the next person on the waiting list.
- If the non-original subscriber cancels parking, the original subscriber has the option to find someone else to share their stall with or go back to an individual stall and pay the entire parking fee.

Upon cancellation of a subscription, the subscriber(s) is required to turn in all parking permits, including those additionally obtained, along with the permit cancellation form to the agency parking coordinator. Until a cancellation request is received by the Department of Administration and all permits are returned to the agency parking coordinator, the subscriber(s) will be charged for use of the stall.