

UPSTATE

MEDICAL UNIVERSITY

NEW EMPLOYEE PARKING GUIDE

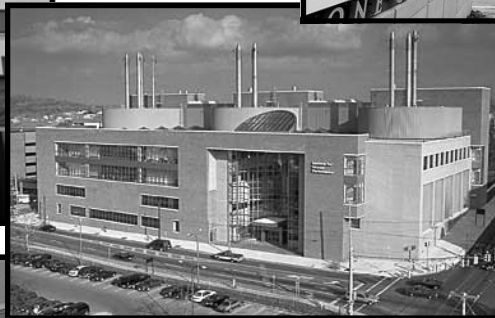


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UPSTATE MEDICAL UNIVERSITY NEW EMPLOYEE PARKING GUIDE

SECTION I: INTRODUCTION TO EMPLOYEE PARKING WITH UPSTATE MEDICAL UNIVERSITY:

FOR ALL NEW EMPLOYEES: This information is intended to provide new employees of Upstate Medical University with an understanding of parking choices, costs, and processes.

- For those employees needing to register for parking:
 1. It is an employment expectation that every new employee will read the sections of this packet related to their employment location and parking options before attending New Employee Orientation (NEO).
 2. It is an employment expectation that new employees will use this information to come to New Employee Orientation (NEO) prepared to make a parking location registration decision.

PARKING DURING NEW EMPLOYEE ORIENTATION (NEO):

- Employees attending NEO are to park in the 'Parking Garage East' on the first day. This garage has an entrance and exit located on Sarah Loguen and Elizabeth Blackwell Streets. Drive into the garage through either entrance and pull a ticket. Your parking will be validated for the day.
- Employees registering during NEO for monthly parking at Downtown Campus will make those arrangements on the first day and begin parking in their new parking location the following day.
- Employees who will not be registering for monthly parking at Downtown Campus (i.e. those working at different locations, riding the bus, etc.) are to park in the 'Parking Garage East' on the second day as well. Pull a ticket and your parking will be validated for the day.

REGISTERING FOR PARKING DURING NEW EMPLOYEE ORIENTATION (NEO):

- Employees who will need to park permanently at the Downtown campus or other Off-Site Locations (see Section II of this packet) requiring parking registration through the Upstate Medical University Parking Office will do so on the first day of New Employee Orientation.

TO REGISTER FOR PARKING DURING NEW EMPLOYEE ORIENTATION (NEO), THE FOLLOWING IS REQUIRED:

1. Vehicle registration for the vehicle(s) being registered
2. First month's payment for chosen parking location:
 - For New Employee Orientation (NEO) occurring before the 15th of the month, a full month's parking payment is required.
 - For New Employee Orientation (NEO) occurring the 15th or after of the month, a ½ month's parking payment is required.

SECTION II: MONTHLY PARKING OPTIONS DEPENDING ON WORK LOCATION:

Parking depends on many factors at Upstate Medical University, including work location, work shift, and employment category. Below lists information that covers all options.

EMPLOYMENT LOCATIONS:

DOWNTOWN CAMPUS: UNIVERSITY HOSPITAL/UPSTATE MEDICAL UNIVERSITY/SURROUNDING BUILDINGS:

Employees working at: University Hospital main campus, Crouse Physician Office Building, Setnor Academic Building, Weiskotten Hall, Health Sciences Library, Jacobsen Hall, Campus Activities Building, Clark Tower, Institute of Human Performance, Madison Irving Building, Outpatient Psychiatry, or University Health Care Center (UHCC):

- You have the choice of parking in the 1) West Garage or 2) a shuttle lot.

1) Garage West:

- All employees can register to park in the 'Garage West.'
- This garage is located off of Sarah Loguen Street and Harrison Street.
- There is no space available in the 'Garage East' located on Sarah Loguen and Elizabeth Blackwell Streets.

Cost for Garage West varies depending on union-negotiated rates and employment type. Below are the current rates.

*** GARAGE WEST RATES***

Group/Union	Monthly Rate	Monthly Rate with Tax	Bi-Weekly Deduction with Tax
CSEA	\$72.12	\$77.89	\$35.95
PEF	\$77.28	\$83.46	\$38.52
UUP	\$82.43	\$89.02	\$41.09
Research Foundation	\$82.43	\$89.02	\$44.51
Management Confidential (M/C)	\$82.43	\$89.02	\$41.09
Non-Union (i.e. MedBest, Travelers, & Contract Employees, etc.)	\$82.43	\$89.02	N/A
Students	\$65.65	\$70.90	N/A

Part-Time Employee rate for Garage West:

- PEF and UUP have negotiated a rate for part-time employees for the garage.
- The part-time rate is for those employees obligated to work .49 FTE (less than 20 hours per week) or less.

Group/Union	Monthly Rate	Monthly Rate with Tax	Bi-Weekly Deduction with Tax
PEF	\$41.21	\$44.50	\$20.54
UUP	\$41.21	\$44.50	\$20.54

Student/Employee Parking Rates:

- For employees who are also students within any of Upstate Medical University's Colleges:
 - If represented by a bargaining unit/union, the negotiated rate must be paid.
 - If not represented by a bargaining unit/union, the student rate may be paid.

General Information about the Garage West:

- Entrances and exits located off of Sarah Loguen Street and Harrison Street.
- Garage is open 24 hours a day, 7 days a week.
- Security cameras as well as call boxes are located throughout the building.
- Elevators are located nearest Sarah Loguen Street.
- Parking attendant is on duty 24 hours a day, seven days a week at the Sarah Loguen exit.
- Intercom contact with attendant is available at all entrance and exits.
- Sky bridge on second level crosses Sarah Loguen Street and is attached to the Garage East.
- Proximity readers are located at the entrances and exits. Upstate ID will activate gates.
- If the parker forgets their ID or the ID does not work, the attendant will allow the employee to sign out of the garage if they have a current sticker on their vehicle. If there is no sticker the attendant will charge the daily maximum rate of \$14.00.
- Garage West is also a visitor parking area. Employees are asked not to park in the area marked: '*Patient Shuttle Parking.*' One warning will be issued before the parker is reassigned.
- Shuttle lot parkers may park in the Garage West on red holidays if they are current with their payments.

Garage East:

- There is no space available to register for permanent parking in this garage.
- Employees may park daily by pulling a ticket and paying the posted fee.

2) Shuttle Lots:

- **Shuttle lots are assigned based upon scheduled work shift.**
 - Dayshift employees can register to park in 'I-Lot.'
 - Evening, Overnight, and Split-Shift employees can register to park in the 'R- Lot.'
 - Supervisors should notify Juliann Shanley, Director of Parking Services, via email of any changes to the employee's shift in order to change shuttle lot location.

I-Lot:

- **For Dayshift employees only.**
- Consists of two lots: I-Lot 1 and I-Lot 2. I-Lot 1 is located between E. Fayette and E. Washington Streets. I-Lot 2 is located between E. Washington and E. Water Streets.
- Lot opens at 5:00 a.m. and closes at 9:00 p.m. Monday through Friday, closed on weekends.
- Parking for weekends and Red Holidays: I-Lot parkers can park in the Garage East on weekends and Garage West on red holidays.
- Security is present in lot for entire time lot is open. They are located in a booth at the Fayette Street entrance to I-Lot 1 or patrolling the lot.
- Lot is lit and fenced.
- No gates. Hang tag is given for rearview mirror for each month paid. Those on payroll deduction will receive their hangtag in the mail each month.
- Shuttle stop is located between the two lots on Washington Streets, and is indicated by a blue sign.

R-Lot:

- For evening and overnight shift employees, employees beginning work before 5:30am, or split-shift employees (i.e. 11am – 11pm).
- R-Lot is located on Wellington Avenue between Irving and Forman Street.
- Lot opens Monday morning at 4:00 a.m. and is open 24 hours a day during the week. It closes on Saturday morning at 1:00 a.m.
- Shuttle stop is located in front of the entrance and a bus shelter is available to wait for the bus.
- The lot is lit and fenced. Security is located in a raised booth in the middle of the lot. Security is on-site the entire time the lot is open.
- Lot is gated. Upstate ID activates the gates by use of a swipe card at entrance. Exit is a free out.
- Parking attendant is located in booth at entrance from 6:00 a.m. to 6:00 p.m.
- If card does not work and no attendant is on duty, beep horn to alert security guard.
- Parking on weekends and Red Holidays: R-Lot parkers may park in the Garage East on weekends and Garage West on red holidays.

*** SHUTTLE LOT RATES***

Group/Union	Monthly Rate	Monthly Rate with Tax	Bi-Weekly Deduction with Tax
CSEA	\$25.50	\$27.54	\$12.71
PEF	\$25.76	\$27.82	\$12.84
UUP	\$30.91	\$33.38	\$15.41
Research Foundation	\$30.91	\$33.38	\$16.69
Management Confidential (M/C)	\$30.91	\$33.38	\$15.41
Non-Union (i.e. MedBest, Travelers, & Contract Employees, etc.)	\$30.91	\$33.38	N/A
Students	\$20.20	\$21.82	N/A

Part-Time Employee rate for the Shuttle Lots:

- PEF negotiated a part-time employee rate for the shuttle lots.
- The part-time rate is for those employees obligated to work .49 FTE (less than 20 hours per week) or less.

Group/Union	Monthly Rate	Monthly Rate with Tax	Bi-Weekly Deduction with Tax
PEF	\$15.45	\$16.69	\$7.70

UNIVERSITY HOSPITAL AT COMMUNITY GENERAL CAMPUS:

- Parking at the Community General campus is under negotiation and may change in the future. Currently, new employees are to park in the ungated 'G-Lots' (upper and lower) located at the far right of the campus when entering from Broad Road. Human Resources will confirm future parking location upon reporting for campus-specific orientation.

PARKING AT OFF-SITE LOCATIONS:

Arrangements for locations other than the main Downtown campus vary. Information for each location is listed below alphabetically. The cost for locations other than the Garages and Shuttle Lots, if applicable, is called the 'Campus Rate.'

- **550 East Genesee Street:** Register through the parking office for the 550 East Genesee Lot at 'Campus Rate.'
- **250 Harrison Street:** Register through the parking office for the on-site Murbro Parking Lot at 'Campus Rate.'
- **550 Harrison Center:** Private arrangements through on-site Murbro Lot. No need to register vehicle.
- **Belgium Meadows:** Parking available at site. No need to register vehicle.
- **Bone and Joint Center on Fly Road:** Parking available at site. No need to register vehicle.
- **Building 49:** Register through the parking office for building parking lot at 'Campus Rate' or for the Garage West or Shuttle Lots at Negotiated Rate.
- **Central New York Occupational Health Clinical Center (CNYOHCC):** Parking available at site. No need to register vehicle.
- **Crouse Physician Office Building (POB):** Register through parking office for Garage West or Shuttle Lots at Negotiated Rate or make private arrangements with private garage near POB.
- **Hill Medical Building:** Register through parking office for Garage West or Shuttle Lots at Negotiated Rate or make private arrangements for lot on-site at owner's rates.
- **Hutchings Psychiatric Center:** Department given a small number of spaces within complex that is managed by the department or register through parking office for Garage West or Shuttle Lots at Negotiated Rate.
- **Institute for Human Performance (IHP):** Can register through parking office for Garage West or Shuttle Lots at negotiated rate or arrange privately through Madison Irving Garage.
- **Joslin Diabetes Center:** Parking available at site. No need to register vehicle.
- **Madison Towers:** Register through the parking office for a small number of spaces within Madison Tower Garage that is managed by the department and charged at the 'Campus Rate.'
- **Medicine Department in Homer:** Parking available at site. No need to register vehicle.
- **OASIS/Health Link:** Parking available at site. No need to register vehicle.
- **Onondaga Nation Health Center (ONHC):** Parking available at site. No need to register vehicle.
- **Sarah-Loguen Fraser Child Care Center:** Register through parking office for Center parking lot at 'Campus Rate.'
- **University Health Care Center (UHCC):** Register through parking office for Garage West or Shuttle Lots at Negotiated Rate.
- **Upstate Pediatrics in Baldwinsville:** Parking available at site. No need to register vehicle.
- **Widewaters Parkway:** Parking available at site. No need to register vehicle.

For off-site locations above indicating a cost:

- 'Campus Rate' is a category of parking costs for locations other than the Garages and Shuttle Lots.
- 'Negotiated Rate' is the cost negotiated by Union/Bargaining Unit (UUP, CSEA, PEF, etc.) for the Garages and Shuttle Lots. See price chart in 'Garage West' and 'Shuttle Lots' sections.

*** CAMPUS RATES FOR OFF-SITE LOCATIONS***

Group/Union	Monthly Rate	Monthly Rate with Tax	Bi-Weekly Deduction with Tax
CSEA	\$45.90	\$49.58	\$22.88
PEF	\$32.38	\$34.97	\$16.14
UUP	\$51.52	\$55.64	\$25.68
Research Foundation	\$51.52	\$55.64	\$27.82
Management Confidential (M/C)	\$51.52	\$55.64	\$25.68
Non-Union (i.e. MedBest, Travelers, & Contract Employees, etc.)	\$51.52	\$55.64	N/A
Students	\$35.35	\$38.18	N/A

SECTION III: POLICIES AND PROCEDURES REGARDING MONTHLY PARKING MANAGED THROUGH UPSTATE MEDICAL UNIVERSITY PARKING OFFICE:

Handicap Accessible Parking:

- Employee's needing Handicap Accessible parking must complete a 'Handicap Permit Request' for authorization.
- Forms are available on the parking website or at the parking office. Physician should complete and send the completed form to the 'Office of Employee Student Health' to review. A determination regarding parking needs will be sent to the parking office.

Registering Additional vehicles:

- It is recommended that an employee registers all vehicles they may drive to work. There is no additional fee to register multiple vehicles.

Registered parker identification for vehicles:

- All vehicles must be identified as a registered parker. Each parking location has color-coded identification stickers that must be attached to vehicles on the driver's side rear window.
- Failure to have the proper identification on a vehicle may result in the employee being charged the posted fee in the garages or removed from the lots. Vehicles without a sticker on the car will be ticketed and may be towed. Also, should there be an issue with your vehicle (flat tire, lights left on, etc.), there will be no way for the parking staff to identify and contact the owner.

Payment for Monthly Parking:

- All employee parking rates are negotiated through the bargaining units/unions.
- If an employee changes their bargaining unit, they must notify the parking office so that the new rate can be applied.

Payment can be made through 1) payroll deduction or 2) on a monthly basis at the parking office via cash/check/credit card.

Payroll Deduction:

- Parking payments may be deducted out of a full-time employee's check.
- First payment must be made at time of sign-up and the employee can then sign-up to have the deduction automatically taken out.
- Payroll deductions for State are one month behind. Payroll deductions for Research are exactly on schedule.
- For State employees, parking costs are divided among the number of paychecks per month. For Research Foundation employees, parking is divided by 26-pay periods.
- For MedBest employees, Payroll deduction is an option after initial sign-up. MedBest HR will provide the necessary form during the payroll/benefits session.

Monthly Payments:

- Payment can be made with cash, check or credit card (Visa, Master Card, or Discover) at the Parking Office - University Hospital, Room #1801.
- Checks should be made to 'Upstate Medical University.' Drop box is located in front of office to drop off payment by check.
- Credit card payments via phone call to the parking office are also possible.
- Payment is due at the parking office on the first of each month.
- A grace period to the 5th of the month is given. After the 5th of the month, employee ID cards are inactivated and will no longer work.
- A \$10 late fee is charged to re-activate the employee ID card.
- Please note that if the parker has no intention of paying for parking for any month, they should refrain for parking the first five days of the month before the ID is turned off. The five days is a grace period for payment only. It does not entitle the parker to 5 free days of parking.

To Cancel Parking or Payroll Deduction:

- A cancellation form must be completed by the parker to cancel parking registration and to have payroll deductions stopped.
- If the employee is out on leave, the deduction card can be sent to their home.

Miscellaneous Information related to parking in garages and/or shuttle lots:

- Vehicles are not allowed in the garages with leaking fluids, studded tires, or snow plows.
- No repairs of vehicles are allowed to occur in the garages.
- No storage of vehicles is allowed.
- Please note the height clearance at each location.
- Any aggressive or abusive behavior towards any parking staff person will be reported to University Police and Human Resources.
- Any individual driving in a reckless and unsafe manner will be reported University Police and Human Resources.
- University Police will ticket and may tow vehicles parking in handicap areas without a permit, parked illegally and unsafely, parked in an area that they are not assigned to, or parking and failing to pay either the monthly permit or the daily fee due when leaving.
- Any garage parkers who attempt to leave the garage without an ID, or an ID that does not work, and fail to have the proper sticker on their vehicle will be charged the daily rate.

New vehicles or plates:

- Parkers should update their information with the parking office if they purchase a new vehicle or get new plates.

Annual Parking Re-Registration:

- In October of every year, a re-registration process is completed to issue new vehicle stickers for the next year. The color and shape of identification stickers is changed every year. Communication will be announced prior to the annual re-registration process. Every parker must complete the annual re-registration.

Annual Parking Rate Increase:

- In October of every year, a 1% increase in negotiated parking fees goes into effect.

SECTION IV: DAILY PARKING OPTIONS AT THE DOWNTOWN CAMPUS:

Daily parking is available in the Garage East, Garage West, or R-Lot.

Garage East:

- There is no space available to register for permanent parking in this garage.
- Employees may park daily by pulling a ticket and paying the posted fee.
- Shuttle lot parkers may park in the Garage East on the weekends if they are up to date with their payments.
- Garage East is also a visitor parking area. Employees are asked not to park on the ground level, the ramp from ground to first level, or the second level. Those areas are considered patient/visitor parking areas. One warning will be issued before the parked is reassigned.
- Garage is open 24 hours a day, seven days a week.
- Entrances and exits are located on Sarah Loguen and Elizabeth Blackwell Streets.
- Security cameras and call boxes are located throughout the garage.
- Elevators are located near Adams Street.
- Booth attendants are located at the exits. No attendant at Elizabeth Blackwell Street after 10:00 p.m. and on the weekends and red holidays.
- Intercom contact with attendant available at all entrances and exits.
- Bridge on second level crosses Adams Street into University Hospital.
- Proximity readers are located at the entrances and exits. Upstate ID will activate gates. If the parker forgets their ID or the ID does not work, the attendant will allow the employee to sign out of the garage if they have a current sticker on their vehicle. If there is no sticker the attendant will charge the daily maximum rate of \$14.00.

Garage West:

- Employees may park daily by pulling a ticket and paying the posted fee.
- Entrances and exits located off of Sarah Loguen Street and Harrison Street.
- Garage is open 24 hours a day, 7 days a week.
- Security cameras and call boxes are located throughout the building.
- Elevators are located nearest Sarah Loguen Street.
- Parking attendant is on duty 24 hours a day, seven days a week at the Sarah Loguen exit.

- Intercom contact with attendant is available at all entrance and exits.
- Sky bridge on second level crosses Sarah Loguen Street and is attached to the Garage East.
- Proximity readers are located at the entrances and exits. Upstate ID will activate gates. If the parker forgets their ID or the ID does not work, the attendant will allow the employee to sign out of the garage if they have a current sticker on their vehicle. If there is no sticker the attendant will charge the daily maximum rate of \$14.00.
- Garage is also a visitor parking area. Employees are asked not to park in the area marked: '*Patient Shuttle Parking.*' One warning will be issued before the parker is reassigned.
- Shuttle lot parkers may park in the Garage West on red holidays if they are to date with their payments.

R-Lot Shuttle Lot:

- R-Lot passes are available for \$3 per day at the parking office. The R-lot daily pass will give the parker a one day permit to park in the R-lot. Five permits may be purchased per week. Upstate ID is required. The permit is given to the parking attendant when entering the R-Lot.

On-Call Parking Lot:

- This lot is only available in the off hours, after 4:00 p.m., and before the shuttle service has begun in the shuttle lots.
- The On-Call parking lot is the Adams Street lot on the corner of Adams and Sarah Loguen Streets.
- Entrance to the lot is on Adams Street and the exit is located on Sarah Loguen Street.
- The employee who is on-call must push the intercom button to speak to an attendant. The attendant will ask for the parker's reason to park in that lot, their name, and ID number before allowing access. Logs are checked daily to insure appropriate use of the lot.

SECTION V: SHUTTLE BUS SERVICE AT THE DOWNTOWN CAMPUS:

- Shuttle bus service is available for lot parkers to take to/from parking area and work location without cost.
- Any employee may also take a shuttle bus for transportation to other campus locations without cost.
- Shuttle service begins Monday morning at 4:00 a.m. at the R-Lot and runs until the last bus leaves the Hospital at 12:55 a.m.
- Service begins at I-Lot at 5:38 a.m. and runs until the last bus leaves the hospital at 8:20 p.m.
- During rush hours, buses run approximately every 5-7 minutes.
- Buses run less frequently during the mid-day, evening, and night.
- There is no bus service to or from the R-Lot from the hours of 1:00 a.m. through 4:00 a.m. Anyone who needs service to and from R-lot during this time period may call Public Safety at #464-4000 for a driven escort to their vehicle. I-lot parkers who miss the last bus to I-Lot may also utilize this service.
- Please be waiting at the bus stop for the bus. Due to needing to keep the buses running on schedule, the bus cannot wait for employees who are not at the stop.
- Bus may be delayed as result of traffic, construction, or weather conditions.

SECTION VI: ADDITIONAL PARKING INFORMATION RESOURCES:

At New Employee Orientation (NEO):

- All new employees attending New Employee Orientation (NEO) will register for parking with parking staff on the first day at the training location.
- Questions or concerns not answered in this information and needed prior to the first day of Orientation, please contact the Parking Office.

Parking Office Contact Information:

- The Parking Office is located in University Hospital - Room #1801.
- Parking Office is open from 7:00 a.m. to 5:00 p.m. Monday through Friday.
- The phone number is #315-464-4801. The fax number is #315-464-5074.
- Additional information is available online: <http://www.upstate.edu/parking/>