

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Building Management  
**Policy Number:** 10.01.05  
**Policy Name:** General Parking

**Original Effective Date:** 08/20/1999  
**Revision Date(s):** 07/01/2019, 07/01/2016, 06/01/2013, 03/23/2006  
**Current Revision Date:** 06/01/2022  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To unify the policies and procedures of Cuyahoga County Division of Children and Family Services (CCDCFS) governing parking.

**SCOPE:** This policy applies to all CCDCFS staff, community liaisons, and any other county employees assigned to Jane Edna Hunter (JEH).

**POLICY**

**I. Responsibility for Implementation and Enforcement:**

Parking lot assignment and related issues are the responsibility of the Building Manager, in accordance with the procedures outlined below. CCDCFS provides paid parking for bargaining and non-bargaining unit staff located at JEH. Parking lot assignment is based on job classification, seniority and availability. All parking is on a first-come, first-served basis.

The responsibility for locating a legal parking space rests solely on the vehicle operator. Parking in a space marked as reserved or designated for visitors is prohibited. No person may park any motor vehicle in any location, other than an authorized and designated parking area. Lack of available parking in individual parking lots is not a valid excuse for parking illegally or parking in a lot in which you are not assigned.

**A. Parking Passes:**

1. All employees shall display their parking pass properly when parked in their assigned parking lots. The parking pass must be displayed and visible for inspection.
2. The parking pass indicates the name of the assigned lot and displays the permit number that was assigned to the employee for tracking purposes.
3. Cost to replace lost or stolen parking passes are \$5.00 and must be obtained from the Building Management with check or money order made payable to CCDCFS.

4. If an employee is terminating employment or transferring to another Health and Human Services (HHS) building, the parking privilege is forfeited on the last day of active employment. The employee must return the parking pass to Human Resources or Building Management.

**B. Handicapped Parking Spaces or Temporary Accommodations for Handicapped Parking:**

1. DCFS complies in accordance with ADA regulations regarding the number of available handicapped spaces. Only vehicles displaying a state issued handicapped placard or license plate may occupy these spaces. The Jane Edna Hunter Parking Lot accommodates the number of handicapped spaces require by law.
2. Employees who possess a valid handicapped certification are eligible for handicapped parking spaces that are available.
3. Employees wishing to obtain temporary handicapped parking accommodations must submit documentation that verifies a doctor's order or prescription to park closer to the building. The prescribe order(s) must clearly state the effective and end date of the accommodation for the individual and must be submitted to Human Resources. Based on circumstances and the nature of the request, an individual may be reassigned to a closer parking lot other than their assigned lot. This is an acceptable accommodation and is based upon availability and whether the individual uses his/her vehicle in the commission of their job duties.

**C. Unauthorized or Improperly Parked Vehicles:**

1. Employees are expected to observe the parking rules established. Unauthorized or "improperly" parked vehicles may be towed at the owner's expense. The following infractions may result in a vehicle being ticketed, towed, and/or the infraction being recorded in their personnel file.
  - i. Parking in a space or lot other than your assigned space;
  - ii. Exchanging assigned parking passes with other employees;
  - iii. Disregard of common sense rules regarding safety and courtesy, as well as posted notices;
  - iv. Obstruction of loading/unloading areas;
  - v. Abuse of facility or equipment; and
  - vi. Parking a vehicle overnight without prior permission.
2. Repeated infractions will result in progressive discipline.

## **PROCEDURES**

**I. Non-Paid Parking**

- A. Building Management distributes permits bi-annually and access cards upon lot assignment.
- B. Parking Passes are not transferrable.

- II. Employees must report their lost/stolen access card within 24 hours of loss, by submitting a service center request for replacement. Replacement cost is \$5.00, made payable to CCDCFS, by check or money order.

**SEE ALSO:**

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

Policy 10.01.04 Visitor Parking in the Priemer Lot

Note: Policy applies to **Non-Staff** and/or **CCDCFS Customers**