

SJMHS Human Resources Policy

Parking Rules and Regulations

Section 600 – Work Rules and Corrective Action

Policy Number 639

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Approved by: Garry C. Faja, President and CEO

Policy

Saint Joseph Mercy Health System (SJMHS) controls the use of parking areas for optimum benefit of patients, medical staff, employees, clergy, volunteers, vendors, visitors and students. All persons entering or remaining on the grounds of SJMHS are required to comply with applicable traffic laws of the State of Michigan. The Security Department is responsible for implementing and managing the SJMHS parking area programs at each SJMHS location.

SJMHS provides free parking for employees in designated areas. Employees are not permitted to park in patient/visitor lots unless the employee is being seen as a patient or, is visiting or assisting a patient who is using SJMHS services or, parking in patient/visitor parking areas is permitted for employees during identified, published time periods. Employee parking areas are shown on Site Maps. Parking lots are to be used only during designated hours.

Parking spaces for the disabled are provided throughout SJMHS as required by State law. If an employee lot does not appear to have an adequate number of disabled parking spaces, the Security Department should be notified. If a disabled parking space does not appear to meet an employee's need, Security should be notified.

County parking citations are issued to *all* "Fire Lane" and "Disabled/Handicap Parking" violators.

Employees will be issued an SJMHS warning citation for the first occasion of parking in an employee parking area which is not designated for that employee and/or not displaying or improperly displaying their SJMHS hang tag. Any repeat violation will result in corrective action up to and including termination of employment as specified in Human Resources Policy 620. Employees parking in patient/visitor lots unauthorized will be issued corrective action in accordance with Human Resource Policy 620.

Motorcycle and bicycle parking shall be in accordance with restrictions/requirements at each SJMHS location.

Managers are required to orient employees and students as to parking requirements.

Persons behaving in a suspicious manner on SJMHS premises or potential problems involving parked vehicles must be reported immediately to the Security Department.

Procedure - SJMH

SJMHS employees and employees of SJMLH or SJMSH assigned to work at SJMH, temporary agency employees, students completing clinical/intern/extern requirements at SJMH and contractor employees are authorized to park only in areas designated for employee parking and must obtain a gate card and parking tag from the Security Department or other designated location.

1. The parking tag must be displayed hanging on the rearview mirror as required by this policy.
2. SJMLH and SJMSH employees and students attending orientation or training at SJMH are required to park in their assigned employee lots.
3. A County Parking Citation will be issued to vehicles parked in areas marked "No Parking", "Fire Lane" and "Disabled/Handicap Parking" in accordance with Security Towing Policy #408.
4. Vehicles must be parked so as to occupy only one parking space as indicated by parking blocks and lines.
5. The Security Department must be contacted immediately if there are questions about parking warnings or County Parking Citations.

6. Employees who permit outside parties to use their employee parking tag and/or gate card to park in employee parking lots are subject to disciplinary actions up to and including termination of employment.
7. Employees, temporary agency employees and contractor employees are required to report all incidents involving vehicles (thefts, destruction of property, etc.) to the Security Department immediately after the incident occurs. The owner should report these incidents to the Washtenaw/Livingston County Sheriff's Department, the Saline Police Department or the police agency having jurisdiction in that area.

Procedure – SJMLH

1. All hospital parking areas have been marked on the pavement to designate permitted parking. White pavement markings are generally located on the outer spaces of the lots and indicate that all employees may park at the location unless there are signs limiting use (i.e., 15 minute parking, loading zone, etc.). Yellow pavement markings indicate the area is reserved for patients and visitors only. Blue pavement markings indicate "Disabled/Handicap Parking" areas. Vehicles parked in the "Disabled/Handicap Parking" areas must be documented and identified in accordance with State law. The Authorized Parking Area indicates the area is reserved for emergency vehicles and doctors only.
2. Motorcycles are treated as any other motor vehicle for the purposes of this policy.
3. Bicycle racks are available between the portable buildings near the MRI wing.
4. All parking on the property is enforced by the Security Department with the assistance of Livingston County Volunteers who issue State violations for disabled parking zone violations.

Procedure – SJMSH

1. Vehicle parking must be in accordance with posted signs or marking on the pavement or curbs.
2. No vehicles may be parked in any of the following locations, unless directed by Facilities Services (Security):
 - a. On a sidewalk.
 - b. Within 20 feet of a fire hydrant.
 - c. In any no parking zone.
 - d. In any designated disabled parking space unless displaying an authorized disabled parking permit.
3. Parking for patients, medical staff, visitors and employees is designated on maps available in Facilities Services and Human Resources.

Lot A – Emergency Patient Parking (Emergency Lot)

Lot B – Patients and Visitors (Front Lot)

Lot C – Physicians, Patients and Visitors (Meister/Pharmacy/Physician Lot)

Lot D – Patient and Staff Parking in designated areas (Prof. Office Building)

Lot E – Staff and Visitor Parking (Employee Lot)

Lot F – Staff and Visitor Parking (Cafeteria/Ground Level Lot)

4. Lots A, B, C and parts of D are reserved for patients, visitors and medical staff from 7:00 AM until 6:00 PM. Hospital employees are not to park in these lots during these times. From 6:00 PM until 7:00 AM hospital staff may park in lots C and D.
5. Motorcycles are to be parked in a regular parking.
6. Bicycles are to be parked and locked in the stands provided. No bicycles are permitted in the building at any time.
7. Moving traffic violations on Russell and Hollywood streets will be enforced by the Saline Police Department.

Employees parking in any areas not assigned or with a hang tag not displayed or improperly displayed, will receive an SJMHS warning citation and a card explaining the process the employee is now in, along with a map on the back showing designated employee parking. A copy (carbon) of that form will be forwarded to Human Resources and the employee's manager making the manager aware of the employee's infraction. The manager is required to counsel the employee concerning proper parking.

Upon the next parking violation the repeat offender would receive an SJMHS warning citation with a copy (carbon) to the employee's manager and Human Resources. The manager is required to begin the corrective action process according to Human Resources Policy #620.

Any unauthorized parking in a patient/visitor lots by an Employee will result in the issuance of a warning citation which will be forwarded to Human Resources and the manager at which time corrective action will be issued according to Human Resources Policy #620.