

FACULTY AND STAFF PARKING RULES & REGULATIONS



M | LOGISTICS, TRANSPORTATION & PARKING
UNIVERSITY OF MICHIGAN

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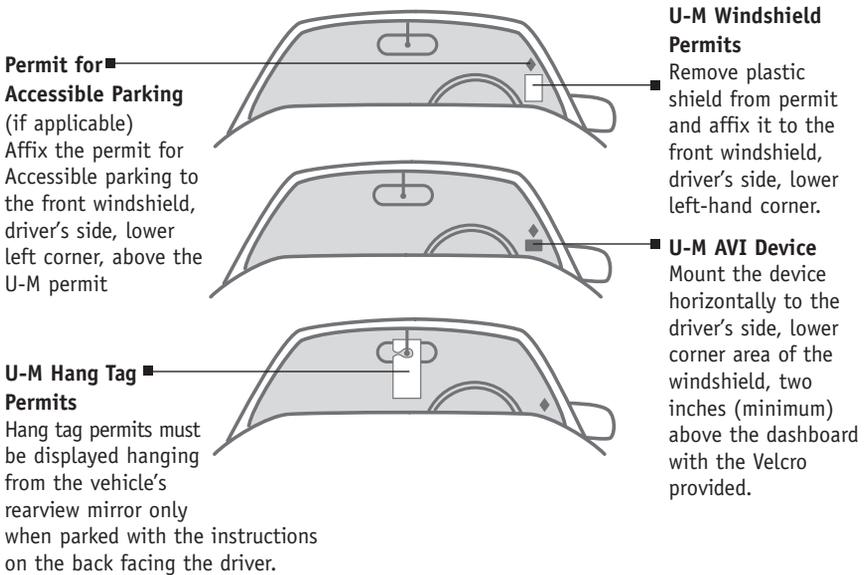
U-M FACULTY AND STAFF PARKING RULES AND REGULATIONS

Welcome to the U-M faculty and staff parking system. The information in this booklet will help you understand the U-M parking system and your responsibility as a parking permit holder. It will answer commonly asked questions.

For more details, please visit our website at pts.umich.edu, or call Parking Customer Services at (734) 764-8291.

DISPLAYING YOUR PARKING PERMIT

Parking permits, including Automatic Vehicle Identification (AVI) devices, must be displayed whenever your vehicle is parked in any University lot or structure during posted enforcement hours. The illustrations below show proper placement:



PLEASE NOTE: Permits and AVI devices must be displayed as illustrated to be valid. Vehicles parked without the appropriate permit or device displayed in accordance with instructions are subject to parking citations.

DIRECTIONS FOR AVI USERS

- Approach the gates slowly. Although your AVI device will quickly authorize your vehicle for access, the gates are mechanical and require a few seconds to open.
- Do not tailgate vehicles in front of you, as this may obstruct the radio frequency signal between your device and the AVI reader. Allow a safe and reasonable distance—a car length—between yourself and others.
- Remember: The AVI device must be used to both enter AND exit the parking area. With the AVI system, each entrance must be matched with an exit.

If you experience any problems using your device, please contact the AVI Helpline at (734) 763-5555.

GENERAL INFORMATION

Permit Year

The permit year begins July 1st and ends June 30th. All annual parking options issued are for this period.

Purchases

Only permits obtained from the Parking Customer Services office are valid. Individuals are limited to the purchase of one parking option only. There are no exceptions. The permit is for your use only and is not to be sold or given to others. The only exception to this policy is for carpools consisting of eligible faculty and staff who share one parking permit.

PLEASE NOTE: Reproduction of any parking option is prohibited. Individuals will be held accountable for inappropriate use in accordance with established policies.

Color-Coded Parking

All faculty and staff parking lots and structures are color-coded: gold, blue, yellow or orange. Parking permits in corresponding colors authorize access. Visitor parking is color-coded red, and patient parking is color-coded green. Faculty and staff permits are not honored in these lots.

Color-coded parking permits are not valid and will not be honored at the Coliseum lot (SC9) or in any lots located south of Hill Street on home football game Saturdays, nor will they be honored at any lots located on Kipke Drive during home basketball games.

Park in Designated Spaces

Parking is allowed in designated spaces only—striped on paved surfaces or at bumper blocks on gravel surfaces.

Permit parkers must observe and comply with special parking restrictions that are posted at the entrance and/or within the parking area.

A parking permit does not guarantee you a parking space in a particular lot or structure. If the lot or structure you want to park in is full, you are responsible for finding a valid parking space in another parking area of either the same color tier or a lower color tier.

Smoking in Structures

Smoking is prohibited in all University facilities, including parking structures.

Storage Parking

Storage parking is not allowed in any University lot or structure, except for University-owned vehicles. All personal vehicles must be removed within 48 hours, with the exception of South Campus. There is NO overnight parking allowed on South Campus, per the University ordinance.

Emergency Access to Gated Structures

Those requiring access to gated structures during enforcement hours for tow trucks or emergency vehicles should contact the AVI Helpline at (734) 763-5555 or the University of Michigan Police Department (UMPD) at (734) 763-1131 for assistance.

Motorcycle and Moped Parking

Motorcycle and moped parking is located in selected Blue parking structures and in some Blue, Yellow and Orange parking lots. These areas are indicated on the parking map and on signs at individual lots and structures. No permit is required. Motorcycles and mopeds may not park in bicycle racks and cannot park in regular vehicle parking spaces during enforcement hours.

Trailers, RVs or any Oversize Vehicle

Trailers, RVs or any type of oversized vehicles are not allowed to park in University parking lots or structures, unless permission is granted from the Parking Customer Services office. Exceptions for RVs are made for specifically designated parking areas for home football games and for patients' families at the U-M Hospital.

PARKING ENFORCEMENT

The University of Michigan Police Department (UMPD) is responsible for enforcing University parking regulations. Regulations are in force throughout the calendar year except for:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas through New Year's Day

The hours of parking enforcement vary between locations and are posted on the entrance sign at every lot and structure. The enforcement hours are also available online at pts.umich.edu.

Enforced Violations:

- Expired Meters
- Parked over 48-Hour Legal Limit
- Parking overnight on South Campus
- No Parking Anytime
- No Stopping or Standing
- Commercial Vehicle
- Bus Stop
- Double Parking
- Parking Within 15 ft. of Fire Hydrant
- Parking on Walk
- Left to Curb
- Blocking Driveway
- Blocking Crosswalk
- Handicapped
- Parked over 12 Inches from Curb
- Other (details printed under Remark 1 and Remark 2 on citation)
- No Permits U-M Lots
- Motorcycles Only
- Parked Upon or Across Line
- No Parking Fire Lane
- U-M Vehicle Only
- No Parking in Driveway
- Snow Removal

Parking Fraud and Abuse

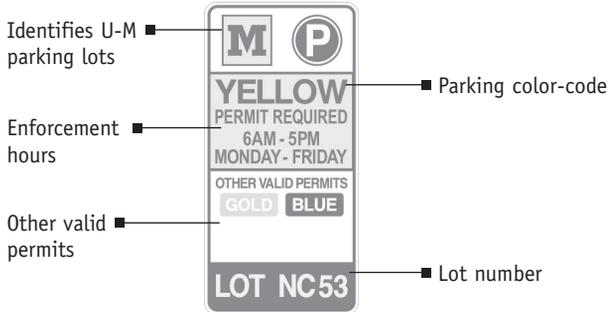
Parking fraud and use of parking options in disregard of the defined rules and regulations will result in severe penalties.

Any person found to be using, or to have participated in or facilitated fraudulent use of, any parking option in disregard of the rules and regulations governing its use, as stated in this guide, will be prohibited from obtaining a parking option for a period of up to, but not exceeding, two years from the date the offense is verified. This penalty will be imposed in addition to any criminal charges or disciplinary actions from any other University department, school or college.

Fees associated with the fraudulent use of an option will be charged, when applicable, and must be paid in full before parking privileges will be restored (after the penalty period).

Parking Signage

University lots and structures are identified by signs located at the entrances. The signs indicate the parking color, permits required and enforcement hours:



ABOUT YOUR PERMIT

Parking Option Exchanges

Faculty and staff parking options may be exchanged at any time throughout the permit year. The first exchange during a permit year will be done free of charge. Thereafter, each additional exchange will carry a \$10 fee that must be paid in full by cash, check or credit card (VISA, MasterCard, American Express or Discover) at the time of the transaction.

Parking Option Replacements

Responsibility to secure parking options from loss or theft, both when in use and away from campus, rests solely with the purchaser. To replace a lost or stolen option, you must complete a Parking Option Affidavit.

Misrepresentation of the information provided on this legal document by the customer may result in the loss of parking privileges, disciplinary action and criminal prosecution, if appropriate.

If a parking option that was previously reported lost or stolen is found, it must be immediately returned to Parking Customer Services at 523 South Division Street.

Lost or Stolen Paper Parking Permit (daily or monthly)

Loss of a daily or monthly paper permit for any reason will require the purchase of a new permit at the prevailing permit rate.

Defective Permits & AVI Devices

Defective permits and AVI devices will be replaced for free, provided you return them to the Parking Customer Services office.

Lost Annual Hang Tag or Windshield Permit

FIRST OCCURRENCE: A payment equal to 20% of the permit's prevailing cost will be charged. Please note the 20% payment is calculated using both the Employee and University Contribution. If a "lost" permit is found and returned to Parking Customer Services within 30 days of being replaced, the replacement fee will be refunded. Fees for replaced permits may be paid by cash, check or credit card (VISA, MasterCard, American Express or Discover). All non-UM and temporary employees must pay the full prevailing permit rate as a replacement cost.

SUBSEQUENT OCCURRENCES: Full payment of the prevailing permit cost, both the Employee and University portions, will be charged.

Stolen Annual Hang Tag or Windshield Permits

FIRST OCCURRENCE: No fee will be assessed if the loss is reported to either the UMPD or a local law enforcement agency. You must provide a police report number in order to obtain a free replacement.

SUBSEQUENT OCCURRENCES: Full payment of the prevailing permit cost, both the Employee and University portions, will be charged. Fees for replaced permits may be paid by cash, check or credit card (VISA, MasterCard, American Express or Discover).

If you elected to pay for the original permit by payroll deduction, the deduction will continue until full payment for that permit is received.

Lost or Stolen AVI Devices

A refundable \$20 deposit is collected for AVI devices when they are issued. If lost or stolen, AVI devices will be deprogrammed, making them unusable to access parking areas. The original deposit will be forfeited, and payment of another \$20 deposit by cash, check or credit card (VISA, MasterCard, American Express or Discover) will be required for a new device. If the "lost" device is found and returned to Parking Customer Services, the security deposit will be refunded.

Damaged AVI Devices

If the AVI device is damaged, the original deposit will be forfeited, and payment of another \$20 deposit by cash, check or credit card (VISA, MasterCard, American Express or Discover) will be required for a new device.

Parking Option Returns

Parking options may be returned to Parking Customer Services at any time by one of the following methods:

- Visit the Parking Customer Services office at 523 South Division Street. Office hours are as follows:
Monday, Tuesday, Thursday, Friday – 7:30 am to 4:30 pm
Wednesday – 7:30 am to 6 pm
or visit the PTS Customer Services office at UH South on Floor 2, Room F2117. Office hours are as follows:
Monday through Friday – 7:30 am to 3:45 pm
- Use one of the Permit Drop Boxes, which are available 24 hours/7 days a week. Drop Box locations are: 1) Parking Customer Services office back door, inside the Thompson Street parking structure in the southwest corner, Level 1; or 2) UH South PTS Customer Services office on Floor 2.
- Mail your permit to Parking Customer Services (523 South Division Street, Ann Arbor, MI 48104-2912). We recommend that you return it via US Mail - Registered Mail, with a return receipt. This way if it is lost in the mail, you have proof and a tracking number to help find it. Please include with your permit, your full name, UMID#, mailing address and reason for the return.

Refunds, if due, are limited to amounts prepaid excluding the month the option is returned. Refunds will not be posted retroactively to the official date of termination or leave. The \$20 deposit required for an AVI device will be refunded when the device is returned to Parking Customer Services in good working order.

Should the option be underpaid, a final payment may be due to Logistics, Transportation & Parking (LTP). This can occur when payroll deductions end before the parking option is returned.

Faculty and staff who have terminated employment with the University or no longer need their parking option remain responsible for full payment (both employee portion and university contribution) of the option until it is returned to Parking Customer Services.

ABOUT YOUR PAYROLL DEDUCTION...

LTP offers two types of payroll deductions depending on the type of permit purchased: annual (Hang Tag/Windshield permits) and continuous (AVI devices). All payroll deductions are taken before taxes are withdrawn (known as a pre-tax deduction), further reducing your actual parking expenses. The range of savings will vary depending on your individual tax rate. If in any month your payroll deduction fails to process, the amount of your payroll deduction will be recalculated to ensure collection of the annual fee within the remaining payroll deductions.

Annual parking options include Yellow Hang Tags, Yellow Windshield permits, Orange Hang Tags and Orange Windshield permits. These permits are only valid for one permit year. The payroll deduction authorization allows a deduction to be taken once a month from your paycheck for the number of deductions you selected for the permit year. If you leave the University and your payroll deductions stop, you remain financially responsible for the annual permit fee until the permit is returned to Parking Customer Services. A copy of the Payroll Deduction Authorization is listed below:

I authorize the annual parking option fee to be paid by pre-tax payroll deduction, once each month from payment of my wages in equal installments. I understand and agree that should my payroll deductions be interrupted during any month, the remaining monthly deductions may be altered to ensure collection of the entire remaining balance due within the payroll deduction schedule. I understand that I will continue to be financially responsible for the parking option fee unless and until the option is returned to Parking Customer Services. If the option is returned, I authorize the University to deduct the remaining balance due, if any, of the parking options fee from the last payment of wages. I agree to promptly pay any amounts due if I return the permit after the date of the last payment of wages.

Continuous parking options include Gold, Blue and Yellow AVI devices. AVI devices are perpetual parking permits that do not expire. The continuous payroll deduction authorization allows a deduction to be taken once a month from your paycheck for as long as you possess the device. If you leave the University and/or your payroll deductions stop, you remain financially responsible for the permit fee until the permit is returned to Parking Customer Services. Please note this means that you can accumulate fees for additional permit years if the permit is not returned. The Continuous Payroll Deduction Authorization is on the following page:

I authorize the annual AVI parking option fee to be paid by pre-tax payroll deduction, once each month from payment of my wages in equal installments. I understand and agree that this authorization shall continue for the entire time I retain an AVI device issued by the University. I also understand that the annual parking fee may be subject to yearly increases, and I authorize the University to increase the monthly payroll deduction accordingly. I understand that I can terminate this deduction by returning the AVI device to the Parking Customer Services office and paying any remaining balance.

I understand and agree that should my payroll deductions be interrupted during any month, the remaining monthly deductions may be altered to ensure collection of the entire annual balance due within the permit year. I understand that monthly prorations of the annual parking option fee will continue to accrue and that I will be financially responsible for the parking option fee unless and until the parking option is returned to Logistics, Transportation & Parking. If the option is returned, I authorize the University to deduct the remaining balance due, if any, of the parking options fee from the last payment of wages or any other payments made to me. I agree to promptly pay any amounts due if I return the permit after the date of the last payment of wages.

FREQUENTLY ASKED QUESTIONS

- Q. Where are the Parking Customer Services offices and what are the hours?**
- A.** Offices are located at 1) 523 South Division (Central Campus): Mon-Tues-Thur-Fri 7:30 am– 4:30 pm; Weds-7:30 am–6 pm; and 2) UH South, Floor 2, Room F2117 (Medical Campus): Mon-Fri 7:30 am –3:45 pm
- Q. I work weekends. What type of parking is available?**
- A.** There are some lots and structures on North, South and Medical campuses that are not enforced on weekends. On Central Campus, Sunday is typically a free day except during special-event parking. Enforcement hours listed on each lot/structure entrance signs and are also available online at pts.umich.edu. Outside enforcement hours, anyone can park in lots or structures without a permit. However, please note: All special signed spaces (Accessible, U-M Service Vehicle, Gold, etc.) within the lot or structure are usually enforced 24 hours/7 days a week.
- Q. Why are my payroll deductions different from my co-worker's?**
- A.** The payroll deduction amount is determined by taking the annual permit fee and dividing it by the number of payroll deductions left

in the annual schedule at the time of your permit purchase. Because the permit fees are prorated on the 1st and 15th of every month, and the number of payroll deductions decreases once each month, it is possible for parkers who purchased the permit in the same month to have a slightly different payroll deduction.

Q. If I go on leave from the University and will not be parking, can I keep my permit and just stop my payroll deductions?

A. No, you must return your parking permit to Parking Customer Services in order to stop your payroll deductions.

Q. If I no longer need my permit, can I sell it to someone else?

A. No, the permit may not be resold or given to others. If you do not need your permit anymore, return it to Parking Customer Services. Remember: it is to your advantage to return the permit as soon as possible, since you remain financially responsible for the fee until the permit is returned to Parking Customer Services, even if you leave the University.

Q. When is the best time to return my permit?

A. To avoid being charged for the new month, you must return your parking permit by the end of the current month. If you return your permit in mid-month, you can obtain a temporary parking permit that will be valid through the end of the month.

Q. I have a child attending the University of Michigan. Can she/he use my permit occasionally?

A. No, the permit is for your work-related use. The University has a strict eligibility criteria to help manage the parking system. As such, students are not eligible for faculty/staff parking options.

Q. Are students paying higher parking fees than faculty and staff?

A. No, the rates for student permits are equal to those paid by faculty and staff.

Q. I have an oversize or extended bed vehicle. Can I park in a structure?

A. The height clearance bar is located at the entrance to each parking structure. If you fit under the bar, you can enter the structure. However, University parking spaces are only 8' 9" wide by 18'. If your vehicle does not fit into the space either by width or length, you will need to park in a surface parking area where you have room to pull through the parking spaces.

Q. I drive multiple vehicles and need to switch my AVI device back and forth between vehicles. How do I obtain additional velcro?

A. Additional velcro is available at the front counter of both the Parking Customer Services offices located at 523 South Division Street or at the UH South PTS office on Floor 2, Room F2117 during business hours.

QUESTIONS OR COMMENTS? PLEASE CONTACT US AT:

Parking Customer Services
University of Michigan
523 South Division Street
Ann Arbor, MI 48104-2912
Phone: (734) 764-8291
Fax: (734) 763-4041
Email: umpark@umich.edu
Online: pts.umich.edu

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Mark S. Schlissel, *ex officio*.

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