

Temiskaming Hospital - Policy			
Authorized by	President and CEO	Number	ADM-G-47
Responsible	Chief Financial Officer/Director Support Services	Effective Date	18-September-2018
Distribution	Intranet	Reviewed	18-September-2018
PARKING FEES			

STATEMENT OF POLICY:

The Provincial Government specifically excludes the capital and operating costs of parking facilities at Hospitals as a form of funding. Hospitals are required to charge employees and the general public for parking to cover the cost of operating, building and maintaining parking areas.

Full-time and part-time employees requiring parking lot access can purchase a monthly parking pass, for approved parking lots, through payroll deductions at a cost of \$30 per month. Employees are requested to leave the closest parking spaces in all lots for the benefit of patients.

As per policy HR-16-17, a replacement card for a lost or damaged card will be subject to a \$20 admin fee.

Casual employees are not eligible to purchase parking through payroll deductions. Casual employees can use the parking machines on a per use basis or purchase passes from reception.

Waived Fees

The parking fee will be waived for individuals whom are:

- Healthcare Volunteers of the Hospital;
- Royal Canadian Legion members attending the Hospital on the business of the Legion;
- Clergy Members attending the Hospital to provide faith-based services to patients;
- Board of Director and Foundation members for the duration of their term;
- Students and Residents receiving training at the Hospital; and
- Veterans (with a valid Veterans Affairs Health Benefits Card).

Parking Cards

The following parties will receive parking cards at no cost:

- Board of Director and Foundation members for the duration of their term; and
- Students and Residents receiving training at the Hospital.

Cards will be issued during Hospital orientation with Human Resources (HR).

Single Use Parking Slips:

The following groups will be issued single use parking slips:

- Healthcare Volunteers of the Hospital
- Royal Canadian Legion members attending the Hospital on the business of the Legion;
- Clergy Members attending the Hospital to provide faith-based services to patients.

Parking slips are issued as follows:

- 1) Eligible persons will be issued a booklet of single use parking slips during their Hospital orientation with HR.
- 2) When arriving to the hospital, they will take a parking ticket from the parking machine.
- 3) Before leaving the Hospital they will present both the single use slip and their ticket from the machine to the reception desk.

4) Reception will validate their parking ticket.

Volunteers who are here on a regular basis may not require a slip, but will still present their parking ticket to reception for validation.

Only the President and Chief Executive Officer has the authority and discretion to provide free parking as necessary.

Parking Fees

The general public may purchase parking passes at the switchboard.

The parking fees are as follow:

- One-time visit \$3.00
- Daily pass* (unlimited in/out) \$6.00
- Weekly pass* \$15.00
- Monthly pass* \$30.00

*Please note: There is a \$10.00 refundable deposit on all passes.

Tenants

For tenants who wish to pay for parking on behalf of their employees and/or clients a process can be implemented where the tenant reimburses the hospital for the parking utilized at the above rates, so long as the process does not increase the administrative burden of the hospital.

Cross References

HR-16-17 Photo ID/Name Badges

References

Hospital Parking Directive, Ministry of Health & Long Term Care

Revision History			
Revision	Date	Name	Summary of Changes
7	18-Sept-2018	Human Resources	ADM-G-47 Addition of policy statement, parking cards, parking fees
6	22-Aug-2018	Summer Student	ADM-G-47 renamed from ADM-G-14-26
5	2014		ADM-G-14-26
4	2013		ADM-G-13-09
3	2008		ADM-G-08-06
2	2005		ADM-G-05-13
1	2005		ADM-G-05-06