



1. Policy Statement

Facilities Planning and Management (FP&M) recognizes the need for personal permit parking for our employees, but also acknowledges that there is a limited amount of campus parking available. Accordingly, FP&M has developed a parking priority system for employees who wish to park on campus. While FP&M encourages other methods of transportation (car pool, bus, etc.), we also understand that is not a viable option for everyone.

2. Purpose

To determine parking priority rankings for FP&M employees to be used in the parking permit assignment process.

3. Definitions

Annual Salary/Annualized Wage Rate: The employee's annualized base pay rate. For academic staff, this would be an employee's annual salary. For classified/university staff, this would be calculated using an employee's base hourly rate times the employee's total annual appointment hours, i.e. 2088 hours for fulltime employees. Part time employee's appointment hours would be calculated using position percentage (e.g., 50% position $2088 \times .50 = 1044$ hours).

Seniority Date: Total years of employment service in a permanent and/or project position for the State of Wisconsin.

Employer-Provided Vehicle: Given the nature of the work performed by FP&M employees, FP&M maintains a large vehicle fleet to facilitate employee movement on campus.

FP&M Parking Assignment Coordinator: Individual responsible for coordinating FP&M's employee parking assignment program, including calculation of employee parking priority numbers.

4. Scope

The policy applies to all first shift FP&M employees.

Excludes:

- Employees working second and third shift, which use a different priority parking system.
 - www.transportation.wisc.edu/files/2_3_brochure.pdf
- Limited Term Employees
- Student Help
- Employees eligible for a UW accessible permit
- Participants in the UW Park & Ride program

5. Procedures

Each Spring as part of the annual campus parking permit renewal process, employees will submit their parking requests for the following academic year. Tentative parking priority rankings will be determined as outlined in this policy. Once calculated, the FP&M Parking Coordinator will share the list of tentative parking priority rankings with the FP&M directors, Deputy Associate Vice Chancellor, and Associate Vice Chancellor (AVC) for their review. The directors may request exceptions to the parking priority ranking as necessary in order to meet operational needs, however, all decisions to alter the parking priority ranking will be approved by the Deputy AVC or AVC on a case-by-case basis.



An employee's individual parking assignment priority number will be calculated by FP&M's Parking Assignment Coordinator(s) using the three parking priority factors. Employees will then be ranked based on their point total. Overall, the highest parking priority within FP&M will be assigned based on individual parking priority numbers in rank order from highest to lowest point total. If two or more employees have the same point total, the seniority date is used as the "tiebreaker."

FP&M establishes parking assignment priorities based on the following factors:

1. Seniority date based on years of State of Wisconsin service (including any time served in an FP&M project appointment). Additional 5 bonus points will be given after every five years of service (e.g. 5 Years= 5 bonus points; 10 years=10 bonus points, etc.). (Points calculated in years rounded to the nearest tenth).
2. Position requires **frequent use of personal vehicle** for movement on and/off campus as determined by the department director to the extent that it would not be feasible or efficient for the employee to use public transportation and the employee DOES NOT have access to an employer-provided vehicles. (+ **10 Points**)
 - Multiple out-of-office meetings per week with stake holders/customers (indicated by "S" permits assigned to individuals);
 - Frequent need to transport materials to customers or meetings; and,
 - Ability/necessity to respond quickly to project-related situations on and off campus.
3. Annual Salary/Annualized Wage Rate (excluding overtime). (**# of points = Annual salary divided by 1000**).

Example

Jane Doe makes \$25/hour (\$52,200/year) and has worked at FP&M for 11 years. Jane is assigned an FP&M vehicle for use on campus.

$$52.2 + 21 \text{ (11 years + 10 bonus points for 10+ years of service)} = 73.20$$

John Jones makes \$28/hour (\$58,464/year) and has worked at FP&M for 4 years. John does not have access to an FP&M vehicle, but routinely needs to use his personal vehicle to attend meetings across campus.

$$58.5 + 4 + 10 = 72.50$$

Sue Smith makes \$13/hour (\$27,144/year) has worked at FP&M for 25 years. Sue occasionally attends meetings across campus, but not on a routine basis, and therefore is able to use the campus bus system.

$$27.1 + 50 \text{ (25 years+25 bonus points for 25+ years of service)} = 77.10$$

In this example, Sue Smith (77.1 points) would have the highest parking priority ranking followed by Jane Doe (73.2 points). John Jones (72.5 points). would have the lowest priority ranking.



6. Additional Resources

Transportation Accessible Parking for employees:

http://transportation.wisc.edu/parking/permit_accessible.aspx

Safewalk program:

http://transportation.wisc.edu/transportation/safeservices_walk.aspx

7. Approvals and Revisions

Approved by Associate Vice Chancellor, William M. Elvey, P.E.

Signature W.M. Elvey Date: 5/13/15

8. Contacts

Subject	Office or Position	Telephone Number	Office Email or URL
Subject Matter Expert	FP&M Parking Assignment Coordinator	608-262-2999	cplautz@fpm.wisc.edu
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Web Address: http://facilities.fpm.wisc.edu/Policies.htm			

Next review date: May 13, 2016

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