



CITY OF PROVIDENCE

3.12 CITY HALL EMPLOYEE PARKING POLICY

Purpose

This policy is to provide clarity to the standards of parking for employees of the City and ensure that public parking spaces near City Hall and other municipal buildings remain available for constituents, visitors, and members of the public conducting business with the City.

Scope

This policy applies to all employees, interns, fellows, volunteers, board members and contracted employees of the City of Providence.

Policy

Employees are expected to utilize designated employee parking areas or other authorized locations to avoid occupying spaces intended for public use. This applies to employees whose primary work location is City Hall, as well as every other municipal building.

1. Prohibited Parking

- A. City employees are not permitted to park personal vehicles in the following areas while conducting City business or during work hours:
 1. Metered parking spaces located near City Hall or other municipal facilities.
 2. Public parking spaces intended for residents, visitors, and individuals conducting business with the City.
 3. Designated parking spaces reserved for the Mayor, senior administration staff, City Council, and City Council senior staff.
 4. Any spaces specifically reserved for public use, handicapped parking (unless authorized by their own handicapped placard), or other designated purposes.
- B. Employees should use designated employee parking lots or other authorized parking areas as instructed by the City.
- C. Any vehicle parked in violation of these regulations may be subject to fines or towing at the owner's expense.

2. Exceptions

- A. Exceptions may be granted **only** when:
 1. A specific business-related need requires temporary use of a metered or public parking space, **and**
 2. Prior approval is obtained from the employee's department director or their designee. In such cases, temporary parking may be permitted if available.

3. Parking Pass

- A. All employees eligible for a parking pass will obtain one from their department in collaboration with the Purchasing Department.
- B. The City may utilize vendor parking lots such as UPP Rhode Island, LLC (Civic Center Garage) or other locations as a designated parking area for employees, with approval by their department director or their designee.
 1. Such passes are authorized by and at the discretion of the department director
 2. Passes are limited to the amount allowed per the department's budget

3. Employees will need to be able to verify their eligibility to drive and vehicle as their primary mode of transportation to and from work
 4. Purchasing maintains the Civic Garage Parking Registration Form which will need to be completed if parking at the Civic Center Garage.
- C. Employees eligible for a parking pass may utilize alternative parking and seek reimbursement up to the value of the applicable parking pass amount of the Civic Center Garage.
1. See the Parking Reimbursement Policy for further information.

4. **Compliance**

- A. Failure to comply with this policy undermines public access to City services and will not be tolerated. Employees who park in prohibited areas, including metered or public spaces near City Hall or other municipal buildings in violation of this policy, will be subject to progressive disciplinary action.
- B. Additionally, employees will be personally responsible for any parking tickets, fines, or towing fees incurred as a result of parking in unauthorized areas. The City will not reimburse these expenses.

Related Policies:

Parking Reimbursement Policy

Vehicle Use Policy

Vehicle / Equipment Incident Report Policy

Driver's License Verification

Other Related Information:

Civic Garage Parking Registration Form