



TEXAS TECH™

## Operating Policy and Procedure

### **OP 78.03: Employee Parking Space Management**

**DATE:** August 13, 2024

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to provide guidelines for employees requesting reserved parking in campus reserved parking lots.

**REVIEW:** This OP will be reviewed in March of every fourth year by the Managing Director of Transportation & Parking Services with substantive revisions forwarded to the Associate Vice President for Operations.

### **POLICY/PROCEDURE**

To operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech community must obtain, in his or her name, a vehicle registration permit in accordance with [OP 78.01, Traffic and Parking Rules and Regulations](#).

#### **1. General Policy**

It is the intent of the university to provide parking for faculty and staff in the most convenient way possible and ensure that the assignment of parking spaces is fair and still serves the mission of the university.

Transportation & Parking Services (TPS) manages all parking spaces on the university campus. Employees desiring a reserved or an area-reserved space must go to the TPS office to complete the proper vehicle registration and pay the registration fee; if a permit is available in the requested lot, it will be assigned at that time. If a space is not available in a parking lot near the individual's workplace, TPS assigns a space as close as possible in another lot. The individual may request to place his or her name on the waiting list for a permit in the lot they desire. As spaces become available, they will be assigned to the next person on the waiting list.

#### **2. Waiting Lists**

TPS maintains two waiting lists for most lots on campus: one for reserved spaces and one for area-reserved permits. Employees may request to be placed on up to two of these lists. They may make requests in person, by phone, by email, or through the customer parking portal known as My Parking Account found at <http://www.parking.ttu.edu>. Except in cases of administrative exceptions (see section 3), spaces/permits will be assigned in priority order to the waiting lists. If an individual is offered a space/permit two times and declines both times, that person's name will be removed from the waiting list. Waiting lists are not maintained for individuals to move to other spaces within the lot to which they are assigned. It is permissible for faculty and staff to trade spaces as long as they are both continuing their employment; however, such a transaction MUST be completed by filing the proper paperwork in the TPS office.

### **3. Waiting List Exceptions**

Requests to move an employee to the top of a waiting list will be limited to those at the level of a managing director (administrative units) or chairperson (academic units) and higher. The intent of this exception is to expedite the assignment of parking for KEY administrative personnel. Such exceptions require written approval of the Chancellor, the President, a deputy chancellor, a vice chancellor, the Provost and Senior Vice President, or a vice president. All others must wait until their name comes up on the waiting list for an available permit. Any consideration of exceptions for employees below this organizational level requires approval by the President or the Chancellor.