



# West Virginia Department of Transportation Policy: **Capitol Complex Parking Lot Administration**

*Issued by the Secretary of Transportation*

**Policy No: DOT 1.11**

**Issue Date: 02/01/2019**

**Revised: 12/17/2018**

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## **1.0 PURPOSE**

This policy governs assignment, payment, proper use, and the termination of use of parking spaces for the West Virginia Department of Transportation (WVDOT) employees at the Capitol Complex, Building 5. Instructions are also included for the assignment of accessible parking spaces. Exceptions to this policy may occur as directed by the DOT Secretary / DOH Commissioner.

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## **2.0 SCOPE**

This policy applies to any DOT employee assigned to the Central Headquarters who is interested in obtaining a parking space. The Departments' users are expected to be familiar with and to comply with this policy.

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## **3.0 DEFINITIONS**

### **3.1 WVDOT Lots**

- A.** (Lot H) Piedmont consists of two zones.
  - Zone A – Spaces 5 through 65 and 121 through 186
  - Zone B – Spaces 66 through 120 and 187 through 224
- B.** (Lot S) Sidney
- C.** (Lot B) McClung

### **3.2 WVDOA Lots**

- A.** (Lot L) Laidley
- B.** (Lot F) Accessible Parking
- C.** (Lot A) Parking Building

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### 4.0 POLICY

- 4.1 Parking Lot Waiting List and Ranking Rule - Any DOT employee assigned to the Central Headquarters who is interested in obtaining a parking space must submit a SharePoint request form to the Information Services Division requesting his or her name be added to the "Parking Lot Waiting List." Ranking of employees on the waiting list will be based upon their years of combined permanent DOT service (date of employment as recorded in personnel records). This means if you previously worked for DOT and then transferred to another agency, the previous years of employment with a DOT agency will count. This total is combined with years of being included on the computer waiting list (the submission date of SharePoint request form). To claim credit for prior service, submit a SharePoint request form. Once verified, your prior service will be added and you will be re-ranked on the waiting list. Employees on the waiting list may experience a regression of their ranking as a result of additions of employees with more years of service.

DOT Employees must be physically located in Building 5 of the Capitol Complex to be assigned a spot on any Capitol Complex Parking Lot.

Employees must relinquish their parking space upon retirement. Employees returning to work under contract or temporary employment will be reallocated to available spaces on the McClung or Sidney lot by employee request.

- 4.2 Assignment of Parking Spaces – Piedmont, Lot H, parking lot is available for assignment, upon vacancy, to employees on the waiting list. Sidney, Lot S, and McClung, Lot B, are available upon request at employment. Laidley Field, Lot L, and Parking Building, Lot A, are operated by the Department of Administration with a block of spaces assigned to each agency for internal assignment. As spaces become vacant in Lot H Zone B, they will be offered for assignment to the highest ranked employee on the waiting list. If there are multiple vacancies, the highest ranked employee on the waiting list will be given the choice of vacant space assignment. An employee who is offered and accepts an assignment to Lot H Zone B will be removed from the waiting list but will remain eligible for a one (1) time relocation to Lot H Zone A as vacancies become available and in accordance with tenure.

Designated "C" and "H" level executives, executive secretaries, and Division Directors will be assigned a parking space without being listed on the Parking Lot Waiting List.

- 4.3 Relocation of Assigned Space – "C" and "H" level managers and Division Directors may be relocated to closer parking spaces upon availability. Parking space relocations for these employees will take priority over all others.

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Employees assigned to Lot H Zone B will be offered a space on Lot H Zone A as vacancies become available after they acquire 20 years of service with the agency. After all employees in Zone B with over 20 years of service have been relocated to Zone A, the parking coordinator may continue relocating employees from Zone B with the highest tenure.

- 4.4 Method of Payment – Parking spaces rent for Twenty Dollars (\$20.00) per month. The parking fee is payroll deducted from each bi-weekly paycheck at the rate of \$9.23 after the first full 2 weeks of parking. It is the employee's responsibility to notify Information Services Division of cancellation upon termination or transfer of employment. Parking fees will not be prorated.
- 4.5 Parking Space Assignment Refusal – An employee that is offered a parking space may elect not to accept assignment, but desire to remain on the waiting list. Upon rejection, space assignment will then be offered to next employees on the waiting list.
- 4.6 Accessible Parking for Employees – The assignment of all accessible parking spaces for employees at the Capitol Complex (including Highways' employees) is the responsibility of the Department of Administration. The Department of Administration requires that each request be submitted to them by the parking coordinator of each agency with the required documentation.
- To apply for accessible parking, an employee must submit a written request to the Information Services Division accompanied by a doctor's statement of need as well as a copy of the employee's accessible parking permit and registration card assigned from the Division of Motor Vehicles. Upon receipt of the request, Information Services Division will refer the information to the Department of Administration. Once the request has been submitted, assignment status may be solicited from the Department of Administration.
- 4.7 Visitor's Parking – Visitor's parking requests will be issued on an availability basis through Information Services Division for "OFFICIAL USE ONLY." Visitor's parking requests will be accepted only upon request from "C" and "H" level or Division Directors. Any personnel needing a temporary visitor's pass must contact Information Services Division at least one day in advance.
- 4.8 Leaves of Absence – Employees on a Leave of Absence for less than thirty (30) days may retain their parking space providing all parking fees are paid up to date. Employees on Leave of Absence for more than thirty (30) days will be required to notify Information Services Division of this status so that a temporary assignment of the parking space can be made. If temporary assignment is made to another employee, that employee will be responsible for all parking fees during

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their use of the space. Upon return from Leave of Absence, the employee originally assigned the parking space will regain the use of the space.

- 4.9 Rules Governing Use – The following rules govern the use of parking spaces on the DOT Parking Lots only. Employee's assigned spaces in the Department of Administration administered parking lots may use these spaces subject to West Virginia Code §5A-4-1a and any rules and regulations promulgated by the DOA. Questions concerning the use of DOA administered spaces should be directed to the Parking Coordinator, Department of Administration.
1. Parking spaces are assigned with the expectation that the employee assigned the space will be the user. DOT employees will not sublease their assigned spaces to other employees or to anyone else. However, the assigned employee may allow another employee to temporarily use the assigned space as long as no payment is made by the borrower to the assigned employee and all rules are obeyed by the borrowing employee.
  2. Employees who are assigned spaces will display placards (with assigned space numbers) from rear view mirror.
  3. In the event that a parking placard is lost, stolen, damaged or destroyed, the employee must contact the Information Services Division for a replacement.
  4. Each space is assigned for use during working hours, Monday through Friday. However, the DOT reserves the right to use spaces in the event of an emergency. Should such a situation arise, employees will be notified in advance, and every effort will be made to find alternative parking.
  5. The State assumes no responsibility for damage or theft to vehicles or their contents while parked on any of the parking lots.
  6. All vehicles must be parked within the stripes of the assigned spaces. Any vehicle not parked between the stripes or within the properly assigned space, may be issued a citation and/or towed away.
  7. If an unauthorized vehicle is parked in an employee's assigned space, please contact the Parking Guard for a temporary assignment. Then notify the Information Services Division, giving the vehicle license number and description.
  8. Failure to follow any of the above-mentioned regulations could result in loss of an employee's space.

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- 4.10 Exceptions – The DOT Secretary or his or her designee may, when deemed in the best interest of the agency, make exceptions to this policy in order to efficiently manage the Agency’s operations. Exceptions to this policy are valid only if formally granted by the DOT Secretary or his or her designee.

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## 5.0 ENFORCEMENT AND AUTHORITY

West Virginia Department of Transportation “DOT” Lots and West Virginia Department of Administration “DOA” Lots. Periodically, space by space inspections will be conducted and violations notices will be affixed to vehicles for the following violations:

1. No placard.
2. Duplicate placard (Two or more vehicles on the lot with the same number).
3. Wrong Space (Exception is bad weather).
4. Unauthorized use of parking spaces.
5. Traveling in the wrong direction on the parking lot.
6. Entering the parking lot through exit gates.

Violations of the parking rules will be documented with the following actions taken:

First Offense - Employee is notified and appropriate corrective action requested.

Second Offense – Employee is notified, and a memo is submitted to the Division Director.

Third Offense – Memo is submitted to “C” level (copy to Division Director and employee).

Fourth Offense – Loss of parking privilege.

Employees assigned spaces in the Department of Administration Lots, Laidley and Accessible Parking, are contrary to the rules and regulations promulgated by the Department of Administration under the authority of West Virginia code §5A-4-1a and shall be subject to a citation.

Additionally, the secretary of the DOA has the authority to cause the removal of improperly parked vehicles at the owner’s expense. Questions concerning the proper

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use of DOA administered spaces should be directed to the Parking Coordinator, Department of Administration.

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## 6.0 RELEVANT MATERIALS / DOCUMENTS

6.1 SharePoint Request Form:

<https://westvirginiaot.sharepoint.com/sites/dot/highways/is/parking/Lists/ParkingRequests/NewForm.aspx?Source=https://westvirginiaot.sharepoint.com/sites/dot/highways/is/Pages/default.aspx>.

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## 7.0 CHANGE LOG

February 9, 2017

- Changed format per Policy and Procedure work group.
- Policy Reviewed, no edits made.

December 17, 2018 –

- Changed format per Policy and Procedure work group.
- Changed Piedmont, Lot H, into two zones (Zone A and Zone B).
- Changed Zones based on tenure per section 4.3 of this policy.
- Changed years of permanent DOT service to years of combined permanent DOT service to page 2 under 4.1.
- Added exception to policy on page 5 under 4.10.
- Violation added to page 5 number 4 under section 5.0 Enforcement and Authority.
- Fourth Offense of violations added to page 5 under section 5.0 Enforcement and Authority.