

# Pine Technical College

## Policy and Procedure

Policy Number: 118                      Date: 8/16/04    Revision Date:  
Division/Department: Administration                      Author: Robert Musgrove  
Subject: Parking Fees

**Authorities:** MnSCU System Procedure 5.11.1

### **Purpose:**

To establish parking fees for students, faculty, and staff.

### **Policy:**

Pine Technical College will assess a parking fee to students, faculty, and staff.

### **Procedure:**

1. Fees for students are to be assessed on the following basis:
  - a. \$2.50 per credit hour, per term (maximum of 30 credits per year), assessed with tuition and other fees.
2. Fees for faculty are to be assessed on the following basis:
  - a. Full-time: \$75 per academic year paid via payroll deduction.
  - b. Part-time: \$2.50 per credit hour taught or assigned paid via payroll deduction
  - c. Adjunct: \$2.50 per credit hour taught or assigned paid via payroll deduction
3. Fees for staff are to be assessed on the following basis:
  - a. Full-time: \$75 per year paid via payroll deduction.
  - b. Part-time: Assessed as a percentage of the \$75 fee, equivalent to the amount of time the employee works in their assignment, paid via payroll deduction.
4. Fees for off-campus employees are to be assessed on the following basis:
  - a. These employees will not be assessed a parking fee.
5. Fees for off-campus employees with dual assignments are to be assessed on the following basis:
  - a. Assessed as a percentage of the \$75 fee, based on the percentage of time they spend on campus, paid via payroll deduction.
6. Fees for telecommuting employees are to be assessed based on the following:
  - a. Assessed as a percentage of the \$75 fee, based on the percentage of time they spend on campus (as verified by their supervisor), paid via payroll deduction.
7. Fees for non-employees are to be assessed based on the following:
  - a. Visitors will not be assessed a parking fee.
  - b. Parking fees for employees of other agencies will be negotiated as part of their rental charge.
8. Fees for employees that are also students and for students that are also employees are to be assessed based on their employment status, not to exceed \$75.

9. Parking would be open campus-wide in any lot, each day, on a first-come, first-served basis for students. Faculty and staff are to park in the designated employee parking lot.
10. Slots marked as reserved include:
  - a. Handicapped slots.
  - b. Visitor slots.
  - c. Loading zone areas.
  - d. Bicycle and motorcycle slots.
  - e. Other reserved.
11. Students seeking a waiver are referred to policy #314.

**Responsibilities:**

1. Managers of part-time faculty and staff, adjunct faculty, off-campus employees, and telecommuting employees will inform the business office of the percentage of time the employee is on campus.
2. Business office will collect parking fees from students at the time they collect tuition and fees.
3. Business office will collect parking fees from faculty and staff as a payroll deduction.

**Dissemination:**

Regular dissemination to all students and employees. Placement of policy and form on College intranet and President's Office.

Reviewed by Leadership Team: 08/30/04

Reviewed by Faculty Shared Governance: 8/31/04

Approved: \_\_\_\_\_ Date:

