

<b>POLICY TITLE: Employee Parking Rules &amp; Regulations</b>	
<b>ENTITY:</b> <input checked="" type="checkbox"/> T.J. Regional Health	
<input checked="" type="checkbox"/> T.J. Samson <input checked="" type="checkbox"/> T.J. Health Pavilion <input checked="" type="checkbox"/> T.J. Health Columbia	
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<b>VERSION:</b> 7	<b>LAST REVIEW DATE:</b> 07/05/2021
<b>APPROVED BY:</b> James Lee (EVP Support Services), Neil Thornbury (Chief Executive Officer)	<b>EFFECTIVE DATE:</b> 07/05/2021

## POLICY:

T.J. Regional Health (TJRH) controls the use of the parking areas for optimum benefit of patients, medical staff, employees, clergy, volunteers, vendors, visitors and students. The TJRH Security Department is responsible for implementing and managing the parking areas at both hospital campuses and the Pavilion.

TJRH employees who are assigned to work—including temporary employees, students and contracted employees are authorized to park only in areas designated as employee parking. TJRH provides free parking for employees in designated areas. Employee parking areas are as follows:

### TJ Health Pavilion Employee Parking

- Oncology patient parking spots are available near the Oncology entrance. These spaces are designated “Permit Only”.
- Physicians will be given a permit for parking, their spaces will be titled Permit Only.
- All other parking spaces (not designated as Permit Only) will be available to patients and guests.
- Medical taxis will be able to drop off at any entrance but will need to park in patient designated spaces. They will not be allowed to park under canopies to wait for patient departure.
- Staff will park in the employee designated spaces.
- After 4 PM employees may move their cars closer to the Pavilion for safety measures.
- See attached map for Pavilion Employee Temporary (1 hour) Parking locations.

### TJ Samson Hospital Employee Parking

- Parking areas located in the lower lot (a.k.a. The Pit).
- Parking lot between Home Health and the Marathon Building.
- Parking areas at the far end of the Laundry building.
- Parking spaces in front of the medical records area not marked by signage.
- Parking spaces directly in front of the Rock House with the exception of the spaces marked as outpatient parking.
- Lower parking lot in front of the Children’s Choice Academy child care building (Mini Pit).
- Parking spaces along the side of the Children’s Choice Academy child care building, **with the exception of the 5 employee handicapped spaces marked by signage.**
- Parking spaces parallel to the doctors parking lot, along the sidewalk.
- Parking spaces located at the lower parking lot of the marketing building.

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- The two long rows of parking in the South lot (closest to the Gardenia Garden entrance) may be utilized only if your shift begins after 6:00 PM. These spaces need to be vacated by 7:15am. Or, may be used as an overflow if employee handicapped parking is full.
- **The patient parking spaces located in front of the outpatient / wound care entrance may not be used for employee parking, at any time, day or night. Also, the one hour and patient spaces across from the rock house may not be used except for those utilizing the one-hour parking, for that amount of time. That can be extended for meetings, etc. Not the full shift.**

### **TJ Health Columbia**

- Please see the attached diagram for specific TJ Health Columbia designated employee parking areas.

### **PROCEDURES:**

At no time may any TJRH employee, student, volunteer, visitor or contract employee (who work, practice or have legitimate business) park in spaces designated for Wound Care, Endoscopy Patients, Physicians Only, Authorized Vehicles, Handicapped, Clergy, Auxiliary, etc. without proper credentials to utilize those spaces.

### **Handicapped and Permit Employee Parking**

Employees are expected to follow state laws relating to employee handicapped parking designated areas at all locations.

It is the responsibility of the employee to have a state issued

Handicapped Parking Permit or Temporary Handicapped Permit issued directly to the employee (in their name) and **displayed prominently on the rear view mirror or in clear view at all times while parked in a handicapped space on TJRH property.**

The local police departments can issue citations for handicapped parking violations.

At TJ Samson Hospital, there are 15 parking spaces designated in front of the Gardenia Garden for Handicapped/Permit Parking Only. There are also 6 more Handicapped Accessible spaces located in front of the cafeteria and for the employees who work on the North side of TJSCH, there are 6 Handicapped Accessible spaces at the end of the valet only parking area adjacent to N. Race street in the visitor parking area. There are also 5 employee handicapped spaces in the corner of the row of employee parking behind the daycare.

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### Employees who are Patients, Visiting or Off Site Workers

Employees who come to a TJRH location as patients or visitors must display their Employee ID badge on the dash of your vehicle where it is clearly visible. Or you may contact TJRH Security Department directly to notify them that you are on-site as a patient or visitor.

Off-site workers who come to the TJ Samson Hospital for work related meetings or classes must park in the one-hour parking or in an employee designated parking area. Otherwise, that employee is subject to a parking violation as described in this policy.

### Compliance

This policy will be enforced by the TJRH Security Department at all times. Employees that violate the policy can be issued a parking citation by a TJRH Security Officer and a violation fee of fifty dollars (\$50) may be deducted from that employees' wages through the TJRH Payroll Department. After one ticket is given, (warning or payroll deduction) and the employee continues to park in patient areas, that employees one up or other leadership will be notified. If their non-compliant parking behavior continues after that, Human Recourses may be contacted.

### Contracted Workers:

If issued a parking violation, contracted workers whose payroll is not associated with TJRH will have 5 business days to pay their fine to the cashier located at any location. **The fine must be paid in cash.** If their payment is not received within this timeframe, their next violation will result in their vehicle being towed from the property. The violator will be responsible for all fees related to the towing of their vehicle.

See attached maps for parking specifics at additional locations.

- TJRH does not assume any liability for loss or damage to vehicles parked on properties.
- TJRH does not assume any liability for theft of property left in vehicles parked on properties.