

Employee Policy Manual

SAMFORD UNIVERSITY		
EFFECTIVE: 06/01/92	REVISED: 08/16	POLICY NUMBER 1.12 Page 1 of 1

APPLICABLE TO: All Units

RESPONSIBILITY FOR ADMINISTRATION: Director of Campus Safety TITLE: Employee Parking and Traffic Control

University employees are expected to abide by the University parking and traffic regulations. Except as modified by university policy or road signage, standard rules of the road for the city, county and state will be observed on campus. The speed limit of 25 MPH may be enforced by use of radar. No passing of a moving vehicle is permitted on a campus roadway. Stop signs, turn signs and yield signs must be obeyed. Motorists must yield to pedestrians in cross walks.

All motor vehicles operated on campus must be registered with the Campus Safety Office and the appropriate decal must be affixed to the vehicles as prescribed by the Campus Safety Office. Visitors may park in visitor parking. Temporary permits may be obtained from Transportation Services.

Changes in motor vehicles should be reported to the Campus Safety Office as soon as possible.

Parking lots and parking spaces are designated by color zones and/or marked by signs. Between the hours of 7:00 a.m. and 4:30 p.m., Monday through Friday, all parking lots are restricted for their primary designation, unless otherwise designated by the Samford University Department of Public Safety. If all parking spaces in an employee lot are occupied, then faculty/staff may park in a commuter blue parking zone. Faculty/staff shall comply with all appropriate parking regulations. Citations shall be issued for failure to comply with applicable parking regulations. Fines attributable to those citations shall be timely paid. Parking on yellow curbs, fire lanes, loading zones, streets, grass and sidewalks is prohibited. Parking procedures are located on Transportation Services website at <https://www.samford.edu/departments/transportation/traffic-regulations>

This policy will be included in Section 2.21 of the Employee Handbook and in Section C of the Faculty Handbook.

Faculty/Staff Request for Parking Decal

1. Log onto Banner to request decal.

In consideration of being granted a revocable license to utilize the Samford University parking facilities and receive a campus parking decal for such use, I agree to the following:

- I have read and understand the 'Parking Policies and Rules' in the Employee Handbook.
- I acknowledge that I cannot park in a Residential Parking Zone between the hours of 7:00 am and 4:30pm, Monday through Friday.
- I acknowledge that (a) I have 10 days from the date a citation posts to my Banner account to appeal the citation in Banner, (b) I can appeal a parking citation, and (c) the decision of the Parking Appeals Committee will be final and not subject to further appeals.
- I acknowledge that it is my responsibility to pay fines no later than the due date on the e-bill.
- I acknowledge that if I do not pay a parking citation by the last day of the semester, the amount of such fine, plus a \$10 processing fee, will be paid to the university pursuant to a payroll deduction. The automatic deduction will be made from the first payroll disbursement following the semester the fine was not otherwise paid. I agree that upon my separation from Samford University, the amount of any unpaid traffic citations that I have incurred during my employment will be deducted from my final payroll.

Samford University Faculty/Staff Fee Appeals Process

Requesting an Appeal

- First, log in to your personal Banner account through the Samford Portal (portal.samford.edu).
- Click on the BANNER tab at the top of the page.
- Click on the EMPLOYEE menu
- Click on the TRANSPORTATION SERVICES menu.
- Choose the APPEAL A TRAFFIC CITATION option.

You will see a 90-day history of your parking/transportation citations. Citations may be appealed for a period of ten (10) days after the date that the citation is posted in Banner. Thereafter, the citation is not appealable, but is still available for viewing.

Parking Appeal Committee Process

The Parking Appeal Committee reviews and resolves traffic appeals that are submitted by faculty and staff. The Parking Appeal Committee is composed of three (3) faculty members and three (3) staff employees, and the Parking and Transportation Manager.

To appeal a citation, an online appeal must be completed in the faculty/staff member's Banner account on the Transportation Services menu within 10 calendar days of the citation posting in Banner.

Once the Parking Appeal Committee reviews the appeal, the Faculty/Staff member making the appeal will be notified of the decision by Samford email. The Faculty/Staff member's Banner account will be adjusted based upon the decision.

If the Faculty/Staff member is dissatisfied with the Parking Appeal Committee decision, an in-person appeal may be requested within 10 calendar days of the initial appellate decision. Please email parking@samford.edu to schedule an in-person appeal appointment with the Parking Appeal Committee.

In-person appeals before the Parking Appeal Committee will be granted only if the appellant has appropriate basis for reversal of the initial appellate decision.

The decision of the Parking Appeal Committee appeals process is final.

Payment Process

- Fines must be paid no later than the due date on the e-bill.
- All fines must be paid by the end of the semester in which the citation was issued, unless it is still in the appeals process.
- If a citation is not paid by the end of the semester in which it was issued, the university will collect payment of the fine and service charge by payroll deduction. Failure to pay the fine when due is a violation of Samford University Policy.
- A Faculty/Staff member who receives more than five parking citations in a given semester or who does not pay his or her fines, resulting in payroll deduction on more than three occasions is subject to having his or her car booted, towed, or having campus parking privileges suspended.

Parking Appeal Committee Guidelines

The Parking Appeal Committee does not recognize the following as reasonable excuses for violating the parking policies of the University:

- Lack of knowledge of parking policies
- Late to class, appointments, or other events
- Parking illegally for a short amount of time
- Parking illegally because other vehicles were doing the same
- Parking illegally because no legal parking was available
- The Faculty/Staff member forgot to apply for or otherwise obtain the appropriate parking decal

Some Things to Remember

- Citations may take up to two (2) business days to post to your Banner account.
- If you receive a citation that does not post to your Banner account, please contact that parking@samford.edu,so your Banner page can be corrected. You must notify the Department of Transportation Services as early as possible to maintain your appeal eligibility.
- You will be notified by Samford email of the Parking Appeal Committee's decision.

Parking maps and shuttle routes are available online at Transportation Services
<https://www.samford.edu/departments/transportation/>