

Office of Parking Services Adjunct Faculty Parking

Policy and Procedures

Standard: Payment for Guaranteed Access, daily parking fees, and Debit Card parking fees, as it relates to Adjunct Faculty members, including the mechanisms that will be employed by the Office of Parking Services and the University departments who will be providing parking benefits to their eligible Adjunct Faculty members.

Policy: To establish efficient procedures to handle the processing of parking payments, through various interdepartmental JET transfers that will be initiated between the Office of Parking Services and other University authorizing departments, as a means of providing either Guaranteed Access, daily parking pass, or Debit Card parking to eligible Adjunct Faculty members.

Procedures:

1. Adjunct Faculty – Definition: Adjunct faculty are persons appointed to conduct the teaching, scholarship or creative work, and/or service activities of the University on a less than full-time basis. Such faculties serve at the discretion of the dean of the school or college.

2. Background: Currently, Adjunct Faculty members who have registered for parking privileges at Temple University’s Main Campus, have chosen either a Guaranteed Access or Debit Card parking arrangement to pay for their parking. With either choice of parking type, a convenient parking payroll deduction method or direct billing method of payment may be provided to the customer. Most parkers choose the convenient Guaranteed Access parking payroll method as a means of payment for their parking privileges. Effective 7/1/08, Main Campus surface areas rate are \$112/month; at the HSC University-operated Carlisle West garage, the rate is \$119/month. Guaranteed Access parking may also be provided at Amtrak Parking Area located at Broad Street and Indiana Avenue at the discounted rate of \$90.00/month. Guaranteed Access parking provides multiple entrances into an assigned parking area at a set monthly fee and also ensures or “guarantees” a parking space in the assigned area. Other parkers have chosen to pay for their parking on a “debit card” basis, which entails the payment of a parking registration fee, currently set at \$66.00, as well as payment for establishing a minimum balance of \$128 in the debit card account (effective 7/1/08), which is needed to pay for “daily” parking fees, when the parker enters the assigned parking area. An account with a balance of \$128.00 would provide at least 25 parks. “Daily” debit card parking fees will be assessed at \$5.12 for parking entrances that occur before 3:00 PM, or \$2.56 for parking entrances that occur after 3PM (Exceptions: the Liacouras

Garage and Parking Area #2's entrance fees are set at \$5.12 at all times). Debit Card parking does not necessarily "guarantee" a parking space in an assigned area, although alternate, overflow parking areas are available to accommodate Debit Card parkers if the assigned parking area should fill to capacity. "Before-tax savings" have been made available to the University and to registered Guaranteed Access and Debit Card parkers when the payroll deduction method is chosen to pay for parking. At the HSC, University departments may authorize the use of an "**Adjunct Faculty Parking Pass**", which has a *value of \$12 per card*. This pass will be honored at any HSC surface parking area, if space is available. It is not honored in Hospital-operated garages, which primarily serve patient parkers. These passes are issued in blocks of 50 or 100 and, when used, must bear the Adjunct Faculty's name. *The pass is NOT transferable*. Under the Adjunct Faculty program, payment of parking fees for eligible Adjunct Faculty members would be paid for by authorizing departments, via the **Adjunct Faculty Parking Payment Authorization Transfer of Funds** Form (see attached form). Authorizing departments would also be responsible for correctly determining and designating eligibility standards for their Adjunct Faculty who may be entitled to the parking benefit.

3. Scope and Term of the Parking Benefit: For those Adjunct Faculty who commute to a University location that has University-operated parking available, solely to perform their duties, appointing units (sponsoring departments) must offer either Guaranteed Access or Debit Card parking privileges for use at such parking facilities for the number of days of instruction assigned to an Adjunct Faculty member during the semester, or an equivalent allowance. Sponsoring departments will have the opportunity of authorizing the start/stoppage of the specific parking benefit through use of the University's JET system and through written authorization (**Adjunct Faculty Parking Payment Authorization Transfer of Funds Form**). Additionally, sponsoring departments may specify the length or duration of the benefit period: by academic year, or by "Parking Semester" (Fall, Spring, Summer I or II), but may not authorize the benefit to overlap into two different academic years. It is suggested that the official of the sponsoring department, who has the signature authority to authorize such parking benefits, would first approve the transfer authorization by "stamping" the form with an official departmental stamp, bearing the name of the department and account number to be charged. Secondly, the form would then be forwarded to Parking Services at least two weeks prior to the start of each academic year or parking semester. Prior to the start of each Parking Semester, the departments will be responsible for forwarding lists of eligible Adjunct Faculty members to Parking Services. At that time, if an eligible Adjunct Faculty member should report directly to Parking Services in order to obtain a parking assignment, Parking Services will register the parker, provide the parking assignment, encode the ID card for use at the assigned parking areas' card reader controls, and set up the billing procedure. Wherever HSC Adjunct Faculty Parking Passes are authorized/issued, clear records which indicate the name of the Adjunct Faculty parker, the quantities of cards issued, date issued, and serial numbers of cards issued will be maintained in a distribution log. After approval is obtained, the JET authorization will be forwarded to General Accounting by Parking Services. If Adjunct Faculty members have not been authorized for the parking benefit and are not registered with Parking Services, cash rates are applicable at the parking areas until the authorization is received by Parking Services.