

10/10/95



MEMORANDUM

TO: ALL CfA STAFF AT PORTER EXCHANGE

FROM: R.B. DIAS, SAO PARKING COORDINATOR *R.B.D.*

DATE: 26 APRIL 1995

SUBJECT: IMPLEMENTATION OF EMPLOYEE PAID PARKING AT SAO

Effective May 15, 1995, anyone wishing to park in either of the lots at Porter Exchange or at 160 Concord Ave. must first purchase an appropriate permit. Enclosed is a copy of the SAO Parking Policy, applications, and payroll deduction forms. The Parking Policy contains very specific information regarding coverage, annual cost, types of permits, payment options, and program administration. If after reading the policy you have additional questions about the program, please feel free to contact my office.

At Porter Exchange, the implementation of paid parking will coincide with the replacement of the present card readers both in the lots and at the second floor entranceways: all existing cards will be invalid as of that date. *If you presently have a building access card for Porter Exchange, you must register for a new card using the form provided, even if you do not apply for a parking permit.*

Please return your completed applications for parking permits or building access cards to PARKING, M.S. #5 by Friday, May 5, 1995. If you are applying for building access and an Annual Permit, complete and return form A. (If you are electing to pay for an annual parking permit through payroll deduction, you must return the completed payroll deduction authorization as well.) If you require building access and only intermittent parking privileges, complete and return form B. If you are requesting building access *only*, complete and return form C. If you elect to pay for full-time parking in a lump sum, rather than through payroll deduction, the pro rata cost of parking for the 16 week period ending August 31, 1995 is \$98.40.

SMITHSONIAN ASTROPHYSICAL OBSERVATORY PARKING POLICIES AND PROCEDURES

PURPOSE

These policies provide the standards governing the assignment, utilization, and administration of those parking spaces associated with facilities leased by the Smithsonian Astrophysical Observatory (SAO) at 160 Concord Avenue and 1815 Massachusetts Avenue, Cambridge, MA. These spaces are contained in the parking lot at 160 Concord Avenue; the lot opposite the Porter Exchange Building at 1815 Massachusetts Avenue; and the portion of the lot behind the Porter Exchange Building that borders Roseland Street and is isolated from the commercial parking area by a series of chains and bollards.

These policies are an adaptation of the policies and procedures developed by the Smithsonian Institution (SI) Parking Implementation Team for other SI bureaus and offices, and conform to the Decision Brief approved by Under Secretary Constance Newman on 20 October 1993.

POLICY

The objectives of the SAO employee paid parking program are the following:

- To encourage the use of public transportation by CfA staff.
- To provide parking and related services to eligible CfA staff at SAO facilities at 160 Concord Avenue and 1815 Massachusetts Avenue.
- To recover the costs incurred by SAO in the provision of parking to CfA staff.

Failure to comply with the provisions of this policy or fraudulent or improper use of parking permits or access cards may lead to forfeiture of parking privileges or other disciplinary action. Any vehicle without a valid permit displayed may be towed without notice at the owner's expense.

COVERAGE

Any CfA staff member who wishes to park in the lots at 160 Concord Avenue or 1815 Massachusetts Avenue, and who does not hold a valid parking permit for 60 Garden Street

from Harvard University, must purchase an appropriate permit from SAO. Persons considered CfA staff include SAO and Harvard University employees and contracted personnel, persons with appointments as CfA Postdoctoral Fellows, Predoctoral Fellows, Short-Term Visitors, Visiting Scientists, Harvard University Research Associates, Harvard University graduate students, and all other persons with an official appointment through SAO or Harvard College Observatory (HCO).

Visitor Parking

Divisions and departments may use divisional or departmental funds to purchase parking privileges for the lots at 160 Concord Avenue or 1815 Massachusetts Avenue for their guests **only** under the following conditions:

- a) the guest does not have an SAO or HCO appointment of any kind, and
- b) the guest will not receive compensation of any kind through either SAO or HCO.

Alternatively, guests may park in the commercial lot at 1815 Massachusetts Avenue for 3 or fewer hours and have their parking tickets validated by the group that they are visiting at 1815 or in the office of the SAO Parking Coordinator.

PERMIT TYPES

Two types of parking permits are available to CfA staff wishing to park in the lots at 160 Concord Avenue or 1815 Massachusetts Avenue: annual and daily. Both annual and daily parking permits will consist of a hang tag that must be displayed from the vehicle's rear-view mirror at all times when the vehicle is parked in either of the above lots, or at 60 Garden Street.

All permits issued will indicate a primary lot assignment based upon the applicant's facility of occupancy. In addition, in order to comply with the time restrictions contained in the terms of SAO's lease with Lesley College as it pertains to parking at 1815 Massachusetts Avenue, all permits issued for 1815 will specify either the Massachusetts Avenue or Roseland Street lots. 1815 lot assignments will be made on the basis of the applicant's formally established tour of duty.

Annual Permits

All staff wishing parking privileges on a continual basis are required to purchase an annual permit. The cost of annual permits will be prorated for part-time employees based upon their formal tour of duty as established with the SAO Human Resources Department or HCO Personnel Officer. The cost of annual permits for staff holding temporary or term appointments will be prorated to the length of the term of their appointment.

Payroll deduction is available to all regular employees of SAO, individuals receiving stipends through the SAO Controller's Office, and contract employees of Central Engineering as determined by their employing agency. For SAO employees, annual parking fees will be deducted in 26 biweekly installments. Annual fees for staff receiving stipends will be deducted in 12 monthly installments. Parking fees for contracted employees will be deducted on a schedule determined by the individual's employing agency, and will be remitted to SAO monthly. Payment may also be made by personal check or money order. Cash payments are not permitted.

The Harvard University Payroll Office has determined that employees of Harvard University are not eligible for payroll deduction for payment of parking fees at SAO facilities. Special payment arrangements may be made for employees ineligible for payroll deduction at the discretion of the SAO Parking Coordinator with the concurrence of the SAO Controller's Office.

Daily Permits

Staff who do not require continual parking can elect to purchase parking permits on a day-at-a-time basis as required, at the prevailing daily parking rate. Because access will be handled differently at 1815 Massachusetts Avenue than at 160 Concord Avenue, the procedures for purchasing these permits, as well as the permit types, differ for each location and are described below.

160 Concord Avenue

Daily parking permits for the 160 Concord Avenue lot can be purchased in advance by check or money order, at the prevailing daily parking rate, through the office of the 160 Concord Avenue Parking Coordinator.

1815 Massachusetts Avenue

Access to SAO parking facilities at the 1815 Massachusetts Avenue lot will be via gates controlled by a barcode reader. Thus, in lieu of purchasing daily permits in advance, those staff whose resident lot is at 1815, who are eligible for payroll deduction, and who drive to work on an irregular basis have the option of purchasing an "Intermittent Parking" permit. Staff electing this type of permit will pay the prevailing daily parking rate per day of use as recorded by the access gate computer system. Charges incurred in the previous month will be deducted from an individual's paycheck in the first full pay period after the close of the month (for SAO or contract employees) or from the next issued stipend check (stipended appointments). Harvard University employees electing this option will be invoiced monthly.

Staff who are issued intermittent permits are responsible for all use of the lot access card unless and until they have given **written** notification to the SAO Parking Coordinator that the card has been lost, stolen, or is no longer required, and should be deactivated. Final pay or stipend checks will not be issued to staff who leave

CfA, or final invoices paid to contract agencies, until outstanding parking charges are cleared.

Exceptions

Reasonable effort will be made to accommodate the temporary parking requirements of CfA staff under special circumstances. Exceptions will be determined on an individual case basis by the SAO Parking Coordinator.

Under extenuating circumstances, and at the discretion of the SAO Parking Coordinator, temporary monthly permits may be purchased at the annual parking rate, subject to the following restrictions:

- a) temporary monthly permits will not be sold to anyone who is eligible to purchase an annual permit through payroll deduction, and
- b) temporary monthly permits will not be sold to staff for the purpose of reducing the annual parking fee to accommodate periods of annual leave or official travel.

ENFORCEMENT

Enforcement at 160 Concord Avenue will be by periodic patrol of the lots by individuals designated by the 160 Concord Avenue Parking Coordinator.

Although access to the lots at 1815 Massachusetts Avenue will be restricted by gates, additional enforcement at 1815 will also be carried out by periodic patrol of the lots by individuals designated by the SAO Parking Coordinator.

RATES

Permits for SAO-administered lots will be issued for the period ending August 31, 1995, at the following rates:

Annual Permit	\$320
Daily Permit	\$4

The cost of an initial annual permit will be prorated to the implementation date of the employee paid parking program.

These rates correspond with the rates established by the Harvard University Parking Office and are subject to change annually effective each September 1. Future rates will continue to conform with those established by the Harvard University Parking Office.

RANKING

Because building populations vary daily, the number of parking permits sold will exceed the number of parking spaces available. However, if the SAO Parking Coordinator determines that any one of the lots at 160 Concord Avenue or 1815 Massachusetts Avenue can no longer support a given level of oversubscription, parking policies and procedures will be revised as necessary and permits will be sold according to the following order of precedence, from first to last: date of hire/appointment, annual permit parking, daily/intermittent parking.

SAO and HCO employees holding indefinite appointments will have precedence within the order determined by the date of hire. Once a staff member obtains an annual permit, he or she may continue to purchase a permit annually without reapplication. However, parking application renewal forms will be distributed in August of each year so that staff can update vehicle registration information and confirm that they wish their parking privileges to be continued.

If the demand for parking permits exceeds allowable oversubscription, a waiting list of new applicants will be established. The waiting list will follow the same ranking criteria as specified above and will be reordered with each new entry. The SAO Parking Coordinator and the 160 Concord Avenue Parking Coordinator will establish waiting lists for the lots at 1815 Massachusetts Avenue and 160 Concord Avenue, respectively.

RECIPROCITY

Although all permits issued will identify the primary lot affiliation, SAO permits will be recognized as valid in each of the 60 Garden Street, 160 Concord Avenue, and 1815 Massachusetts Avenue lots provided that space is available. SAO permit holders parking in the 60 Garden Street lots are subject to any and all parking rules and regulations established for those lots by the Harvard University Parking Office. A copy of these regulations will be issued to each SAO permit holder.

To obtain access to the gated lots at 1815 Massachusetts Avenue, SAO permit holders whose resident lot is at 160 Concord Avenue, or CfA staff resident at 60 Garden Street who have purchased parking privileges through Harvard University, must first obtain a barcode from the SAO Parking Coordinator. Proof of a valid SAO or Harvard Observatory parking permit must be provided before the barcode will be issued.

RESTRICTIONS

The purchase of a parking permit does not guarantee the availability of a parking space.

CfA staff are eligible to purchase permits only for lots at their primary facility of occupancy.

The Smithsonian Astrophysical Observatory assumes no responsibility for damages to any vehicle or its contents by reason of fire, theft, vandalism, or any other cause.

SAO reserves the right to cancel or relocate any staff member's parking privileges without cause at any time and to issue prorated refunds as necessary.

MOTORIST ASSISTANCE PROGRAM

The Harvard University Parking Office has agreed to extend the services provided under the University's Motorist Assistance Program (M.A.P.) to all SAO parking permit holders who are parked in any of the CfA lots: 60 Garden Street, 160 Concord Avenue, or 1815 Massachusetts Avenue. This service offers free assistance to motorists who need help changing a tire, charging a dead battery, or retrieving keys that have been locked inside a vehicle. In the event of a more serious problem, the M.A.P. service will assist the motorist in securing the appropriate repair. M.A.P. service is available between 7 A.M. and 12 midnight, Monday through Friday, by calling 496-HELP (496-4357)

ADMINISTRATIVE RESPONSIBILITIES

SAO Parking Coordinator

The responsibilities of the SAO Parking Coordinator are as follows:

- Provide oversight and direction for the SAO employee paid parking program.
- Modify current parking policies and procedures as necessary.
- Determine appropriate oversubscription rates for the 160 Concord Avenue and 1815 Massachusetts Avenue lots.
- Review complaints about the SAO employee paid parking program and determine appropriate remedial action.
- Design and order all parking applications, permits, and access cards.

- Coordinate all changes to 1815 Massachusetts Avenue A and B lot access systems with representatives of Lesley College.
- Maintain all central databases.
- Process parking applications for annual and intermittent permits designated for 1815 Massachusetts Avenue to CfA staff.
- Process requests for daily permits designated for 1815 Massachusetts Avenue for divisional and departmental CfA visitors.
- Reconcile withholding information with National Finance Center data (for SAO employees), Controller's Office data (for stipend recipients), and information reported by services vendor(s) for permits issued to Central Engineering contract staff and resolve any discrepancies.
- Produce all necessary reports.

160 Concord Avenue Parking Coordinator

The 160 Concord Avenue Parking Coordinator will:

- Oversee parking policy enforcement in the lot at 160 Concord Avenue.
- Maintain data specific to permits issued for parking at 160 Concord Avenue.
- Process applications for annual and daily permits from 160 Concord Avenue staff.
- Process permit requests for daily permits designated for 160 Concord Avenue from CfA staff not resident at 160.
- Provide all necessary reports.

SAO Controller's Office

The SAO Controller's Office will:

- Implement payroll and stipend deductions and receive and deposit checks for annual and temporary permits.
- Issue necessary reports to the SAO Parking Coordinator.

- Process remittances from services vendors for Central Engineering.
- Charge daily permits purchased for divisional and departmental CfA visitors to appropriate funds.

Central Engineering

The SAO Central Engineering Department will:

- Coordinate a system of payroll deductions for parking fees with the Controller's Office and with services vendors.
- Issue permits to Central Engineering contract staff.
- Provide reports as requested.