



Smithsonian Astrophysical Observatory

SAO EMPLOYEE PAID PARKING PROGRAM

This policy provides the standards governing the assignment, utilization, and administration of parking spaces associated with facilities leased by the Smithsonian Astrophysical Observatory (SAO) at 160 Concord Avenue & 100 Acorn Park Drive (CDP) in Cambridge along with 5 & 15 Wayside in Burlington, MA, collectively referred to as "SAO lots".

All SAO staff who park at SAO-leased facilities are required to pay for parking. When parking at any SAO lot the appropriate permit must be purchased. The Parking Policy contains specific information regarding coverage, types of permits, payment options, and program administration.

PARKING POLICIES AND PROCEDURES

POLICY

The objectives of the SAO Employee Paid Parking Program are as follows:

- To provide a parking space for all employees who request parking accommodation.
- To recover appropriate costs associated with the management and maintenance of the parking spaces provided at SAO-leased facilities.
- To establish parking rates that are reasonable and equitable to all SAO employees.

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 risk and expense.

COVERAGE

All SAO staff members who wish to park in the SAO lots, and who do not hold a valid parking permit for 60 Garden Street from Harvard University, must purchase an appropriate permit from SAO.

Staff include: SAO and Harvard University employees, contracted personnel, persons with appointments as SAO 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 at SAO or Harvard College Observatory (HCO).

VISITOR PARKING

Divisions and Departments may use divisional or departmental funds to purchase daily parking privileges for SAO lots for their guests only under the following conditions:

1. The guest does not have an SAO or HCO appointment of any kind.
2. The guest will not receive compensation of any kind through either SAO or HCO.

Note: Five daily complementary visitor parking passes will be issued to each department annually to be used at SAO-leased lots. Divisions/Departments will be responsible for internal control of respective visitor parking passes.

PERMIT TYPES

There are two types of parking permits available to SAO staff who park in SAO-leased lots. Please note, there is one daily rate - regardless of the number of hours on site.



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1. **Standard parking permits** consist of a hang tag that must be always displayed from the vehicle's rear-view mirror when the vehicle is parked in any of the SAO-leased lots (CDP, 160 Concord Avenue and Wayside).
2. **Daily parking tickets** can be purchased at the full day rate on an ad hoc basis.

All permits issued will indicate a primary lot assignment based upon the applicant's primary duty station.

To Obtain a Standard Parking Permit:

All SAO employees who elect to park in an SAO lot (including 60 Garden Street) are required to:

1. Complete Vehicle Identification form.
 2. Complete Payroll Deduction form.
 3. Return forms to SAO Site Parking Coordinator at SAOParking@cfa.harvard.edu or to FMD at MS-26.
- All SAO employees are eligible to have the parking fee deducted on a pre-tax basis. In order to make this election, you must complete and submit the Pre-Tax Parking Election form to: SAO-Benefits@cfa.harvard.edu or directly to Human Resources Benefits at MS-17.

1. Parking Permits:

All staff who park on a continual basis are required to purchase a permit. Employees are eligible to purchase a parking permit based on one's formal tour of duty (**in conjunction with your approved telework agreement**) as established with the SAO Human Resources Department. Parking fees will be withheld via payroll deduction and should be in line with one's approved telework agreement. Please note, to obtain a parking permit via payroll deduction, the minimum fee withheld is one day per pay period and must be consistent with your approved telework agreement. Anything less than one day on site per pay period will require you to purchase a daily parking ticket.

Contracted staff fees are payable on a monthly basis and will be due on the first of the month and should be mailed to the Financial Management Department. Payment can be made by personal check or money order made payable to SAO. Cash payments for permits cannot be accepted.

Special circumstances: In the unusual instance when individuals are assigned offices at more than one SAO location, the primary location for purposes of the parking permit must be based on the location in which the individual spends most of his/her time. For example: An individual is assigned an office at 60 Garden Street (HCO parking) and an SAO-leased facility, e.g. CDP, and spends the majority of their work time at CDP. In this case, the parking permit must be purchased from SAO and the individual would be able to park at 160 Concord Ave. when required to work at 60 Garden St.

Also, in cases when an individual is a resident of the city of Cambridge and holds a parking sticker with the city, that individual can park off site in the vicinity of 60 Garden St. or 160 Concord Ave. However, if they require parking accommodations at CDP or Wayside, they need to apply for a parking permit, or purchase a daily pass when visiting those locations. Access/use will be audited on a random basis.

Carpool: SAO parking does not offer reduced carpool rates at SAO-leased lots.



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2. Daily Parking Tickets:

Staff that does not require continual parking can elect to purchase parking tickets on a daily basis as required, at the prevailing daily parking rate for that lot. Books of 10 pre-paid-discounted parking tickets can be purchased at all SAO managed lots from the Site Parking Coordinator.

A. **160 Concord Avenue**

Please see Parking Coordinator - Muriel Hodges.

B. **CDP – 100 Acorn Park Drive**

Please see Parking Coordinator in FMD.

C. **Wayside, Burlington**

Please see Parking Coordinator - Jason Araujo.

ENFORCEMENT

- Enforcement exists at all SAO-leased facilities.
- There is an SAO Site Parking Coordinator assigned to each SAO-leased facility.
- There will be a periodic patrol of SAO-leased lots by the designated SAO Parking Coordinator.
- In the absence of a gate at these locations, an honor system is expected to be observed by all staff.
- All complaints with respect to the SAO Employee Paid Parking Program will be reviewed by SAO Management to determine the appropriate remedial action.

STANDARD PARKING PERMITS

Permits for SAO-leased lots will be issued before June 30th and will be effective the first full pay period in July at the prevailing rate. An email will be sent prior to the effective date of new rates.

RECIPROCITY

All permits will identify the primary lot affiliation.

SAO permit holders are allowed to park at all other SAO-leased lots as well as at 60 Garden Street at no additional cost. Similarly, SAO and HCO parkers who pay Harvard University for parking privileges at 60 Garden Street are allowed to park at other SAO-leased lots at no additional cost. For those who require parking at CDP, they must bring their parking ticket to the Financial Management Department of CDP for validation. When parking is required at 60 Garden Street permit holders who do not hold Harvard issued parking passes must obtain a Harvard hangtag from the HCO Business Office and display it in their vehicle. Additionally, SAO permit holders who park in the 60 Garden St. lot are subject to the parking rules and regulations established by the Harvard University Parking Office.

SAO staff, who are not paid permit parkers, will be required to purchase a daily ticket online when they would like to park at the 60 Garden Street lot. Please access the Harvard University Transportation website at <https://www.transportation.harvard.edu/parking>. Please be sure to sign in using your Harvard Key to obtain the affiliate rate.

RESTRICTIONS

SAO staff are eligible to purchase permits only for lots at their primary duty station.



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SAO assumes no responsibility for damages to any vehicle or its contents by reason of fire, theft, vandalism, or any other cause. Please take notice of the posted signage (i.e. no overnight parking at CDP).

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.

ROLES/RESPONSIBILITIES:

SAO Management:

- Provide oversight and direction for the SAO Employee Paid Parking Program.
- Modify parking policies and procedures as necessary.
- Review complaints regarding the SAO Employee Paid Parking Program and determine appropriate remedial action.

SAO/FM Parking Coordinator:

- Design and order all parking applications, permits, and access cards.
- Maintain all central databases.

SAO Site Parking Coordinator (located at each SAO-leased facility):

- Oversee parking policy enforcement at respective lots.
- Process daily parking permit requests.
- Provide all necessary data and reports regarding daily and regular parking to SAO Lead Parking Coordinator.

SAO Financial Management Department:

Implement payroll deductions and receive and deposit checks for parking and daily parking tickets.

SAO Employees:

- Provide completed forms to initiate on-site parking and participation in the SAO Employee Paid Parking Program.
- Is responsible to update the Parking Coordinator and email SAO Parking when initiating changes to the vehicle or the agreed number of days parking on-site.
- Is responsible for the care and security of the SAO issued hang tag and/or garage access card. The cost to replace a lost or damaged card/hang tag is \$50.00 for each.

CANCELLATION OF STANDARD PARKING PERMIT:

All parkers, regardless of parking location, are required to notify the SAO Site Parking Coordinator should they wish to cancel their parking election. Parkers at the 60 Garden Street lot are also required to notify the Harvard University Parking Office.

- Cancellation of the payroll deduction will not be effective until the SAO Lead Parking Coordinator confirms the return of the permit/hang tag and/or access card. In the case of 60 Garden Street parkers, the deduction will cease upon confirmation from the Harvard University Parking Office.
- Cancellation of payroll deduction for parking will be effective at the beginning of the first pay period immediately following cancellation. No refunds will be processed for cancellations in the middle of the pay period.
- Hang tags and garage access cards must be returned as part of the Exit Clearance process. Lost or damaged hang tags and access cards must be paid for before the process can be completed.