



Hennepin Technical College

Chapter 6: Facilities Management

Employee Parking Fees

Adoption: 6/23/00
Revised: 10/13/14
Last Reviewed: 11/5/14 (SGC)
President Approved: 11/20/14
Next Review Date: 11/20/19
Authority: [MnSCU Board Policy 5.11 Tuition and Fees](#)
Custodian of Policy: Vice President of Administrative Services and
Director of Emergency Preparedness & Security

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POLICY STATEMENT

The authority for establishing parking fees on the MnSCU campuses is granted by Minnesota Statute Section 169.966 and M.S. 136F.67 states that colleges and universities shall develop a policy to charge a parking fee to generate revenue for parking lot construction, maintenance, enforcement, and improvements. MnSCU Procedure 5.11.1 Tuition and Fees, Part 3. Tuition, Subpart B Parking fees states that the fee is to be set by the College President; however, the fee paid by employees cannot be less than the fee paid by students. This fee will remain in effect until modified by the college.

IMPLEMENTATION PROCEDURE

Collection of Parking Fees

All employees will have the choice between payroll deduction and paying cash, check, or credit card. If the employee chooses payroll deduction, he/she must sign the appropriate approval form.

At the beginning of each fall semester, Campus Security will communicate the new school year permits distribution window with all staff and faculty. All parking forms will be available at the Security desk on each campus, and will also be available on the Security webpage under Parking. New employees will receive the form as part of their orientation packet through the HR office.

Penalties

If an employee does not pay or authorize payroll deduction by the deadline date, the unpaid fee will be invoiced and processed as an account receivable.

Parking Fees

The parking fee for each semester will be determined according to the approved fee schedule. Full-time employees (unlimited and seasonal) will pay the entire fee. Part-time employees will pay a prorated fee. Part-time faculty will pay a fee based on credits taught. Intermittent, emergency, temporary, and substitute employees may obtain a temporary parking permit for up to 5 days in a semester. If the assignment is longer or multiple assignments exceed the 5 days, a regular parking permit must be purchased. They will then be charged the corresponding rate based on FTE. New employees will have their parking fee prorated based on their start date.

A parking waiver form must be completed annually for those who always ride the bus, car pool, or are driven to work by someone else.



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NOTES:

- Metropolitan State University purchases permits for their staff based at the LECJEC.
- Staff of District 287 will have the parking fee paid for them by the Intermediate District.

The college will have the right to ticket and/or tow any vehicle that is parked in any designated reserved area without a current permit displayed or otherwise illegally parked.