

PIEDMONT VIRGINIA COMMUNITY COLLEGE

VIII – HUMAN RESOURCES / PERSONNEL POLICIES

VIII – 5.0 EMPLOYEE RESERVED PARKING POLICY

Policy #:	VIII – 5.0
Effective:	1993
Revised:	10/14/04
	02/09/11
Responsible Dept.:	FAS

1. GENERAL

The current PVCC reserved parking scheme was adopted in 1993. Under this scheme, the President, major administrators, faculty holding or promoted to the rank of professor, and employees with 20 years of service are entitled to reserved parking spaces. Reserved spaces will only be assigned to full-time employees.

2. ELIGIBILITY

The following individuals are eligible for reserved parking spaces:

- The President and full-time administrators (individuals classified as administrative faculty under the state classification system) are entitled to a reserved parking space.
- Full-time instructional and professional faculty (persons classified as either instructional or professional faculty under the state classification system) are entitled to a reserved parking space upon promotion to the rank of professor.
- Full-time employees, including instructional faculty, professional faculty, and classified staff are entitled to a reserved parking space upon reaching 20 years of full-time service at PVCC. Service at other state or government agencies or educational institutions does not count towards the 20 year service requirement.

3. ASSIGNMENT

The assignment of reserved parking spaces will generally be made at the beginning or end of a semester. Assignments will be made in order to minimize disruption and reassignment of individuals who have reserved spaces. To the extent possible, the lot preference of the individual will be accommodated. However, it may be necessary to assign individuals to Lot 2 rather than to Lot 1. Employees whose office or primary work assignment is in the Dickinson Building will generally be assigned a reserved space in Lot 4.

Spaces assigned to individuals on extended leave (one semester or more) may be reassigned. Upon returning, a new reserved space will be assigned to the individual who was on leave.

Reserved parking spaces will be surrendered upon leaving full-time employment at PVCC.