

## STAFF PARKING

Parking space for employees to park their vehicles at their workplace will be provided wherever possible and will be governed by the following conditions.

- Only employees who purchase parking privileges will be entitled to park in parking lots owned by the Division.
- Parking privileges must be renewed annually.
- Payment for parking privileges will be by cheque or payroll deduction.
- Part-Time Employees
  - Whose factor is greater than .50 will pay full-time fees.
  - Whose factor is less than or equal to .50 will pay one-half time fees.
- Employees who park on non-serviced and/or unpaved parking spaces will pay a reduced annual fee.
- Annual parking fees are non-refundable except in extenuating circumstances such as long-term illness, resignation or transfer to a facility with no parking accommodations.
- Employee parking will receive priority over non-employee parking such as that for day care staff and students.
- Any person registered in an evening Community Schools program or who is part of a group renting a school when school is not in session, is entitled to park on our division's parking lot.
- The Seven Oaks School Division assumes no responsibility for any loss or damages to vehicles parked on the division's parking lots.
- Every two (2) years, the administration shall present the Board of Trustees with the operating costs which will include maintenance and repairs, additions, snow removal, snow haulage, hydro and G.S.T. tax and the Board will approve an annual parking fee.