

**ORDINANCE NO. 2014 BCCO--36**  
**Revision to Personnel Policies Handbook**  
**Employee Downtown Parking Policy**

- (1) Effective upon adoption, replace current Section 5.18 with the following:

5.18 Employee Downtown Parking Policy

*It is the stated policy of the Howard County Board of Commissioners to furnish each full-time County employee working downtown a reserved parking space and non-reserved spaces for County part-time employees. This policy is a benefit to County employees and, at the same time, insures that parking spaces will be available to members of the public while visiting downtown Kokomo.*

Full-Time Employees. *The Board of Commissioners shall assign each full-time county employee a specific numbered parking space in the immediate downtown area in the city parking garage or one of the County's surface lots. These assignments and the assignment process shall be determined from time to time at the sole discretion of the Board of Commissioners. Pursuant to Resolution No. 2012 BCCR-38, the City has assigned the County eighty (80) covered spaces in its parking garage that will be available to the assigned County employees only during normal business hours, Monday through Friday, with the exception of weekends and holidays. Once assigned a space in the garage, each full-time County employee—and only that employee—shall park in his or her assigned space—and only that space--during normal business hours. Provided, however, a full-time employee may park temporarily in a non-assigned parking garage space if a circumstance or event beyond his/her control prevent parking in the assigned space (e.g., space unavailable) and this fact is immediately reported to his/her supervisor. The employee shall promptly move to his/her assigned space once the circumstance or event is resolved.*

Part-time County Employees. *Part-time employees shall be provided a permit to park in a non-assigned space in a City surface lot and shall park in that space during normal business hours to the extent that a space is available.*

*This policy shall be considered a work rule for purposes of Section 6.13.2 of this Handbook, violation of which may subject the employee to discipline under that Section. In addition, offenders and their supervisors will be subject to reassignment or loss of downtown parking privileges at the discretion of the Board of Commissioners.*

- (2) Effective upon adoption, replace current Item 61 of Section 6.13.2 with the following:

61. *Violation of the County's Employee Downtown Parking Policy set forth in Section 5.18 of this Handbook.*

**READ AND ADOPTED THIS 1<sup>ST</sup> DAY OF DECEMBER, 2014**

**HOWARD COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_

**Paul G. Wyman, President**