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INTRODUCTION

This booklet is the official UNMC/The Nebraska Medical Center Parking Handbook. These regulations are necessary to facilitate the safe and orderly conduct of business as related to parking. All employees, students, faculty members and tenants utilizing parking are obligated to obtain, read and abide by the current parking regulations.

The UNMC campus parking manager and staff serve in administering and directing parking, traffic and related activities. The parking committee is appointed according to the Parking Committee Bylaws and is composed of representatives from UNMC and The Nebraska Medical Center, to recommend campus parking and traffic regulations. This committee also reviews violation appeals.

Parking Questions?

Call (402) 559-8580

* Authorization
* Appeals Information
* More Lists
* Report Violations

The parking committee welcomes any suggestions regarding the improvement of traffic conditions and of the parking system. Suggestions may be presented in writing to the parking committee by emailing: unmc parking@unmc.edu

Parking Services

Manager  Tina Spencer   e-mail: tspencer@unmc.edu
Location  3908 Jones Street
          Student Life Center Room 2002
          (inside the UNMC Bookstore)
Telephone  (402) 559-8580
Fax        (402) 559-3500
General Parking Regulations

**Permits**

All motor vehicles parked on this campus, except patient/visitor vehicles, must have a valid permit.

**How to Park**

The required method of parking is with the front end of the vehicle pointed into the parking stall. In parallel parking spaces, and in some other cases, safety may dictate that vehicles be parked otherwise.

**Designated Parking Areas**

Vehicles may be parked only in the designated parking area covered by the permit displayed. If a permit holder is unable to comply, he or she must notify parking authorization at (402) 559-8580 immediately. A personal note left in the vehicle, explaining the reason for using parking space not covered by the permit is unacceptable and in violation of the parking regulations.

You may park in some closer lots between 5 p.m.-8 a.m., Monday through Friday and on holidays with a valid permit properly displayed. The parking holidays are:

- New Year’s Day..............................................................January 1
- Memorial Day..........................................................Last Monday in May
- Independence Day..................................................July 4
- Labor Day.................................................................First Monday in September
- Thanksgiving Day..............................................Fourth Thursday in November
- Christmas Day.........................................................December 25
Closed Areas
UNMC/The Nebraska Medical Center reserves the right to close any campus parking areas, temporarily or permanently.

Selling Parking Spaces and Permits
Designated parking areas on campus shall be subject to annual permit fees, monthly charges or other charges. Due to limited parking, some lots are oversold by varying degrees to maximize space utilization. On occasion, parking space may not be available.

Assigned Space Availability
If no parking space is available in your assigned lot, park in the nearest employee/student parking lot and call Parking Authorization at (402) 559-8580.

Off-site Employees
Off-site employees must contact Parking Services at (402) 559-8580 to obtain parking or parking authorization. Patient/visitor parking areas are not available for temporary parking.

Special Campus Events
Temporary parking assignments for special events or campus activities are coordinated by Parking Services. Please call (402) 559-8580 for more information.

Company Owned Vehicle
Company-owned service vehicles are subject to the same rules and regulations governing privately owned vehicles except that company-owned service vehicles may park in the areas designated for company-owned vehicles or in spaces leased by departments.
**Loading Zones**

Employees or students that need to use loading zones or other parking areas for loading or unloading purposes must call Parking Services for authorization at (402) 559-8580. The maximum time allowed for this purpose is two (2) hours or as designated on posted signs.

Freight loading zones are reserved for the exclusive use of commercial or company owned vehicles during loading or unloading. Other vehicles stopping in these zones for loading or unloading purposes may not remain longer than five (5) minutes, or as designated on posted signs.

Passenger loading zones are reserved for the exclusive use of vehicles during the loading or unloading of passengers. Vehicles in passenger loading zones should not be left unattended, or parked with a vehicle operator, for longer than fifteen (15) minutes.

**No Parking Zones**

Vehicles shall not be parked at anytime in the following areas:

- within an intersection
- in any area designated “fire lane”
- on a crosswalk, sidewalk, or on the lawn
- in any area not designated as a parking area
- in a bus zone
- in a handicapped zone
- where official traffic signs prohibit stopping
- in a passenger loading zone
- along painted yellow or red curbs or lines
Continuous Parking in Excess of 48 Hours

Only company-owned vehicles may be parked continuously in one place for a period in excess of forty-eight (48) hours on campus property. Any other vehicle parked in violation of this regulation is subject to the vehicle being removed from the campus and stored at the expense of either or both the owner and the operator.

Parking Authorization

Parking Authorization can be obtained by calling (402) 559-8580. Failure to obtain authorization may result in a parking citation. To ensure that a citation will not be issued, the following information is needed for authorization: vehicle make, vehicle model, vehicle color, and license plate number.

Individuals parking a vehicle without a valid permit (i.e. rental) or in an area other than the assigned lot are required to call Parking Services for authorization at (402) 559-8580.

Health Care, Visitor, and Off Duty

Employees, students, faculty members, tenants or individuals (i.e., spouse, relative, or friend) driving a vehicle registered to an employee student, faculty member or tenant coming to campus for a health care or other “off duty” visit may park in a patient/visitor lot by notifying Parking Services for authorization. Employees, students, faculty members and tenants are also required to obtain authorization to park other vehicles (not registered to the employee, student, faculty member, or tenant) in a patient/visitor area for health care or “off duty” visits.
Applying for Permit

Any person eligible to obtain a permit for campus parking shall complete a standard parking permit application.

I.D. Required

Employees and students will be required to present valid campus photo identification.

Permit Holder Use Only

Permits may be used only by the person to whom they are issued and only on the vehicles used by that person. Only one (1) vehicle per permit holder may be parked in the designated lot at any given time. Parking Services’ authorization must be obtained for any variation.

Placement of Permit

Current company parking permits must be properly displayed on all motor vehicles parked on campus except company owned vehicles and vehicles of patients and visitor.

A valid parking permit consists of one moveable permit. Permit must be affixed on the inside of the front windshield, lower left hand corner (driver’s side). Any variation from this is a violation.

All previous and/or expired permits should be removed from the vehicle.

Reporting Lost or Stolen Permit

If the employee permit is lost or stolen, it must be reported to Parking Services during business hours. A replacement permit may be purchased for $25.00. If the original permit is recovered within 14 days of replacement purchase, the replacement fee will be refunded.
# Parking Permit Fees

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<th>Payment Method</th>
<th>Parking fees for full-time employees are paid by payroll deduction.</th>
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<tr>
<td>Rates for Part-time Status</td>
<td>All part-time employees designated .50 FTE or less qualify for a discount at one-half the lot rate. Casual labor employees must pay cash in advance.</td>
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<td>Rates for New Hires</td>
<td>New employees obtaining parking between the first and fifteenth of the month will be charged a fee for the entire month. A fee will not be charged for the month when parking is obtained after the fifteenth.</td>
</tr>
<tr>
<td>Renewable Permits</td>
<td>Permits are renewable in June of each odd numbered year. Permits not renewed by June 30 are subject to cancellation and loss of parking space and priority. Parking permits can be renewed via campus mail, or visit the parking website at <a href="http://ess.unmc.edu">http://ess.unmc.edu</a>.</td>
</tr>
<tr>
<td>Access Card Deposit</td>
<td>A $50 deposit is required to obtain an access card. The deposit will be refunded when the card is returned.</td>
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## Student Parking

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<th>Assignment</th>
<th>Students will be assigned to park in designated student lots. A current map of the assigned student lots can be obtained from Parking Services.</th>
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<tr>
<td>Placement of Permit</td>
<td>A valid student parking permit consists of one transferable permit. Permit must be affixed on the inside of the front windshield, lower left hand corner (driver’s side). Any variation from this is a violation.</td>
</tr>
<tr>
<td>Reporting Permit Lost Or Stolen</td>
<td>If the student permit is lost or stolen, it must be reported to Parking Services during business hours. A replacement permit may be purchased for $25.00. If the original permit is recovered within 14 days of replacement purchase, the replacement fee will be refunded.</td>
</tr>
<tr>
<td>Student Refund Policy</td>
<td>Student parking fee refunds will be made on annual permits only, within the first two weeks of the effective date of the permit or date of purchase, whichever is later at the ratio of 75% of the original fee. Refunds are only issued if the student has completely withdrawn from all classes on campus.</td>
</tr>
<tr>
<td>Student Citation Holds</td>
<td>Student transcripts of the permanent record, grade reports and registration may be withheld until all outstanding citations have been cleared.</td>
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Priority Parking Assignments

Parking for employees is assigned according to the order of priority listed on the following page. Another factor taken into consideration is the length of employment, based upon the hire date listed with the human resources department. Priority rankings are based on an individual’s primary appointment. Courtesy appointments do not apply.

**Priority Parking Order**

*Priority 1:* **UNMC:** Chancellor, vice-chancellors, deans, and directors reporting directly to the chancellor.  
**The Nebraska Medical Center:** CEO and senior vice-presidents. Assigned parking will be of their choice subject to availability.

*Priority 2:* **UNMC** and **The Nebraska Medical Center:** Associate and assistant deans, deputy directors, associate and assistant vice-chancellors, associate and assistant directors, and department chairs who report to priority number 1 above.  
**The Nebraska Medical Center:** Vice-presidents. Assigned parking will be of their choice subject to availability.

*Priority 3:* **UNMC** and **The Nebraska Medical Center:** Clinical physicians. Assigned parking will be made without a waiting period subject to availability.

*Priority 4:* **UNMC** and **The Nebraska Medical Center:** House officers and fellows shall receive parking based upon seniority of the house officer.
Priority 5: **UNMC**: Faculty members, administrative department heads, physician assistants, nurse mid-wives.  
*The Nebraska Medical Center*: Directors.  
**UNMC Physicians**: Managers and directors.

Priority 6: **UNMC**: Research associates, post-doctoral research associates, staff.  
*The Nebraska Medical Center*: Managers, staff.  
**UNMC Physicians**: Staff.

**Change of Parking Assignment**

**Placing Name on Move List**  
Anyone interested in changing his/her parking assignment should visit the parking website at net.unmc.edu/eserv or call Parking Services at (402) 559-8580, to be put on the move list. Lot assignments are based upon the priority and hire date as stated under the priority parking assignments.

**Assigned Space Relinquished**  
An individual who relinquishes an assigned parking space loses seniority parking in that lot and may be reassigned to a parking space according to the priority criteria listed earlier under the priority parking assignments.

**Returning On-Campus**  
Employees returning to work on campus, who have been working off site, will be eligible for reinstatement to their previous parking assignment, subject to availability.
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<th>Temporary Medical Parking</th>
<th>Individuals requiring temporary parking assignments, for medical reasons, should visit or contact Employee Health at (402) 552-3563 for verification of the request. Assignments are subject to space availability.</th>
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<td>Permanent Medical Assignments</td>
<td>Any employee requesting a special parking assignment on a permanent basis due to a medical disability must qualify for, and obtain, a state issued ADA permit. All requests will be considered after submission of required documentation. To contact Employee Health, via telephone, please call 552-3563. Medical parking assignments are intended to reasonably accommodate the individual based on the individual’s needs. The designated ADA stalls on campus, as requested by ADA, are reserved for patients/visitors and are not intended to be used for employee/student medical parking assignments.</td>
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Shift Parking Privileges

**Shift Employee**

Shift parking is available to employees who have a current parking assignment and, because of rotation of hours, require a shift parking assignment.

**Shift Privileges**

Shift parking privileges will be granted at no additional cost to employees who have purchased a valid parking permit. Shift privileges are intended only for employees regularly scheduled to work shift hours that start before 5:00 a.m., or end after 8:30 p.m., Monday through Friday. All employees meeting this requirement must submit a completed shift parking application, signed by their manager, to Parking Services for processing. For designated shift parking areas, contact Parking Services at (402) 559-8580.

Employees who are issued shift parking privileges and who are on campus during day hours, working, attending in-service training, meetings, etc., must park in their designated primary lot. If shift privileges are abused, parking privileges will be revoked for one (1) year.
Current Violation List and Fines

Employee/Student Parking in Patient/Visitor Lot ............. $100
Unauthorized ADA Stall ................................................. $100
Unauthorized Fire Lane ..................................................... $100
Employee/Student Parked in a Reserved stall .............. $50
Counterfeit Permit ......................................................... $50
Permit – False Pretenses ................................................ $50
Stolen Permit – Use .......................................................... $50
More than 1 Vehicle/Permit Holder Parking in
  Assigned Area .......................................................... $50
Obstructing Traffic ......................................................... $25
Failure to Obey Traffic Sign .......................................... $25
Parking Unauthorized Area ............................................ $25
Valid Permit not Displayed ............................................ $25
Improper Placement of Parking Permit ........................ $10
Parked Over Stall Lines ....................................................... $10
Dead Storage of Vehicle ................................................... $10
Parking in Crosswalk ...................................................... $10

Parking Citations

Issuance of Citations
Citations are issued in accordance with Parking Regulations. Parking in an unauthorized space or lot without permission is an example of a violation which would cause a citation to be issued. Failure to read or understand this handbook and the regulations contained within does not remove responsibility for any citations incurred.

Citation Responsibility
The permit holder, the vehicle operator, and/or the registered owner, all may be held responsible for vehicles which violate the campus parking regulations.

Failure to be informed of overdue citations (other than the original citation issued) does not relieve the obligation for payment for past citations.
Clearing Citations

Payment of the fine will clear the citation. Fines are payable to UNMC and may be paid at Parking Services or by mail addressed to UNMC Parking Services, 985001 Nebraska Medical Center, Omaha NE 68198-5001. Fine schedules are printed on citations and are available upon request.

Permits may only be renewed and/or cancelled after all citations have been cleared.

Student transcripts of the permanent record, grade reports and registration may be withheld until all citations have been cleared.

Appeal Procedure for Parking Citations

14 Days to Appeal

Appeals are registered with campus parking. File an appeal or download the form at:

net.unmc.edu/eserv

Appeals must be received in writing within fourteen (14) calendar days from the date appearing on the citation. Appeals will not be considered after that time.

Denied Appeal

If an appeal is denied, the written appeal may be submitted to the parking committee for further review. Notification to Parking Services must be received within fourteen (14) calendar days from the date of the initial denial. The appellant may attend the meeting to present his/her position and to answer questions.

The parking committee will usually render a decision at the same meeting at which an appeal is presented. The appellant will be notified within fourteen (14) days of the committee’s decision.
Nuisance Violators

Nuisance Violator
Any individual may be deemed a nuisance violator if the individual abuses parking privileges or fails to satisfy payment for parking permits or fines. Once an individual’s name appears on the nuisance violator list, any vehicle owned and/or operated by that individual may be automatically towed if in violation. Names of individuals appearing on the list will be removed after a one (1) year period if no further parking violations occur during that time. Individuals removed from the nuisance violator list are subject to being placed on the list again if five (5) paid and/or outstanding parking citations are accumulated.

Booting Process
Any individual deemed a nuisance violator, who has three (3) delinquent citations, and/or owes $300 or more in outstanding parking fines constitutes non-compliance with Parking Regulations and will be placed on the immobilization list. Once an individual’s name appears on the list, any vehicle owned and/or operated by that individual may be automatically immobilized at anytime until all outstanding citations and fees are cleared.
Towing Process
Parking Services may remove from campus property any vehicle that is improperly parked and/or deemed a nuisance violator. Any cost of towing is the responsibility of the permit holder or owner.

Loss of Parking Privileges
Loss of parking privileges for a period of six (6) months will result from, but is not limited to, the following infractions:

- use of counterfeit permit
- use of an unauthorized or stolen permit
- falsifying information on a parking permit application
- obtaining additional permits under false pretenses
- continuous abuse of parking privileges
- parking more than one (1) vehicle per permit holder in a designated lot at any given time
- any individual deemed a nuisance violator

Reinstate Privileges
Individuals may re-apply after six (6) months for reinstatement of their parking privileges.
Parking On Other University Campuses

**Visiting Other Campuses**
Personnel parking their vehicles on University of Nebraska campuses, other than their home campus, will be subject to the parking restrictions and regulations of the campus that they are visiting.

**Honoring University of Nebraska Permits**
Parking permits from other University of Nebraska campuses will be honored on campus in designated student areas if the parker is not an employee with an FTE of .51 or greater.

**Visiting Students**
Students from other campuses, i.e. Creighton University, who are on campus as a visiting student or employee, must obtain and display a valid UNMC permit. Visiting students are eligible for student parking as long as the student is not also an employee.

Jump Start / Vehicle Unlock Service

A service has been contracted to provide campus jump starts and vehicle unlocks. This service is provided free of charge to patients and visitors, as well as employees, students, faculty and tenants who have a valid parking permit on campus. Employees, students, faculty and tenants who request the jump start or vehicle unlock service will not be charged for this fee, if their vehicle is parked in their designated lot. Individuals requiring jump start services or vehicle unlock can contact Security Dispatch at (402) 559-5111 and arrangements will be made.
# Liability/Policies

**Damage Liability**
No liability or responsibility is assumed for damage to any vehicles parked in or on these parking facilities, nor for injury to any persons using the parking facilities.

**Tow or Immobilize Liability**
No liability or responsibility is assumed for any vehicle and/or owner when it becomes necessary to tow or immobilize any vehicle which is in violation of these parking regulations.

**Returned Check Policy**
Individuals who stop payment on checks used to pay parking fees or fines, or who write insufficient funds checks for parking fees or fines, will automatically be deemed a nuisance violator. The permit renewal may be held and/or the individual’s transcripts, diploma and registration may be held. The individual will be required to pay with cash or a money order to satisfy the amount of the check and any additional violation penalties or fees. Returned check fee: $35.00

**Parking Cancellation Policy**
Employees are responsible for canceling their own parking assignments, if so desired. It is not the responsibility of the manager or department to cancel an employee’s parking. Parking Services will not cancel parking without the employee’s consent and will not issue refunds.

Parking cannot be cancelled if the permit holder has any outstanding fines. An employee must return their parking permit when requesting cancellation. If the permit is not returnable, a cancellation fee of $25 must be paid.
Parking Affiliation Definitions

**Employee**  
Employee refers to a person with a full-time, part-time, temporary, casual, or on-call basis appointment as faculty, staff, trainee, independent contractor and other persons whose conduct in the performance of work is for UNMC, UNMC-Physicians, The Nebraska Medical Center, Clarkson College, Midwest Eye Care or the North/South Tower Doctor’s building, whether or not they are paid by any group mentioned above.

**Shift Employee**  
An individual regularly scheduled to work shift hours that start before 5:00 a.m. or end after 8:30 p.m., Monday - Friday.

**Student**  
Anyone, other than an employee as defined above, who is registered at or attends UNMC or Clarkson College on either a full-time or part-time basis.

**Volunteer**  
An individual who works in a regular assignment as coordinated by The Nebraska Medical Center’s Guest and Volunteer Services. A volunteer donates time and skills for the reason of personal fulfillment, not professional development. Individuals on campus for internships/externships, paid or unpaid, do not qualify for volunteer parking.