Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 100

EFFECTIVE DATE: **June 13, 2016**

SUBJECT: **Employee Parking and Security**

AUTHORIZATION: _____
Barbara Goodson, Appointing Authority

I. POLICY:

The business operations and services provided by the governmental agencies located within the Claiborne Building regularly require that individuals representing their own personal and business interests visit staff within the building. Parking spaces must be available to accommodate these individuals. Since substantial sums have been expended in constructing a garage wherein ample parking, including well-marked handicap spaces, is provided for employees housed in the Claiborne Building, accommodating the parking needs of visitors by ensuring the availability of parking space in front of the Claiborne Building should not be problematic.

The Division of Administration (DOA) utilizes an employee identification card system which serves also to authorize employee access into the Claiborne Building, its garage, turnstiles, stairwells and office suites. This system enhances employee safety by creating a secure parking environment and limiting non-employee access beyond the building's lobby area. Additionally, utilization of the identification/access card system serves to document the arrivals and locations of DOA employees throughout the workday. For this reason, this system serves as a tool to assist management in monitoring employee time and attendance.

II. PURPOSE:

Compliance with this policy:

1) Provides safe and secure parking and work premises for DOA employees;

2) Maximizes the availability of parking for non-employee visitors to the Claiborne Building; and

3) Facilitates management's ability to monitor employee arrivals and locations within the building.

III. APPLICABILITY:

This policy applies to all DOA employees, regardless of status.

IV. REQUIREMENTS:

1) DOA employees, on a daily basis, are required to park in the Claiborne Building Garage.

2) DOA employees are required to utilize their own identification/access card to enter the Claiborne Building Garage.

3) DOA employees are required to utilize their own identification/access card to enter the building from the garage.

4) DOA employees are required to utilize their own identification/access card to enter through the lobby turnstiles or stairwells to access the floors wherein duty stations are located.

5) DOA employees are required to utilize their own identification/access card to access the office suites wherein their duty stations are located.

> **NOTE:** DOA recognizes that not all office suites are secure and therefore, do not require an access card for entry. Additionally, DOA recognizes, on occasion, that employees may courteously hold doors open for others to enter. Such occasional departures from the foregoing requirements are acceptable.

V. PROHIBITIONS:

1) Except in compliance with the limited authorizations provided herein, DOA employees are prohibited from parking during core business hours (8:00 a.m. – 5:00 p.m., Monday through Friday) in the spaces in the front and rear of the building.

2) DOA employees are prohibited from using another employee's identification/access card to enter the Claiborne Building, its garage, turnstiles, stairwells and office suites.

3) DOA employees are prohibited from using the service elevators within the Claiborne Building except when occasionally required to move furniture, equipment or supplies.

VI. AUTHORIZATIONS:

1) DOA employees may briefly park in a parking space in the front or rear of the Claiborne Building for purposes of loading or unloading equipment, supplies or business materials.

2) In the event of a lost, stolen or non-functioning access card, DOA employees may briefly park in a parking space in the front or rear of the Claiborne Building while securing a replacement card through the Office of State Buildings. Replacement cards must be secured on the day of discovery.

3) DOA employees who simply misplace or inadvertently leave their identification/ access card at home may park in a parking space in the front or rear of the Claiborne Building. In such event, employees are to so notify supervisory personnel.

4) DOA employees, on occasion, may tow boats and trailers in traveling to work. These vehicles and trailers may be parked in the rear lot of the Claiborne Building. In such event, employees are to so notify supervisory personnel.

VII. ALTERNATIVE WORKSITES:

Many DOA employees work at locations other than the Claiborne Building. Certain of these locations utilize the employee identification/access card process for parking and accessing the building premises. DOA employees working in such locations are required to comply with such building's parking and access requirements.

VIII. VIOLATIONS:

Corrective action, in accordance with the Civil Service Rules, will be initiated against any DOA employee who fails to comply with the Requirements and/or Prohibitions set forth herein. Generally, progressive corrective action will be imposed, with the understanding that termination could ensue for repeat infractions.

IX. EXCEPTIONS:

Exceptions to this policy may be approved by the Deputy Commissioner if determined to be in the best interest of DOA. Request for exceptions should be directed to the Human Resources Office.

X. QUESTIONS:

Questions regarding this policy should be addressed to the Human Resources Office.