



## Administrative Regulations

### Office of the Mayor

**Title:** EMPLOYEE TRANSPORTATION BENEFITS POLICY

**A.R. Number:** 6.1 **Effective Date:** 7/1/2023 **Page:** 1 of 5

**Supersedes:** EMPLOYEE PARKING SPACE **A.R.:** 6.1 **DATED:** 9/1/2000

#### I. PURPOSE

It is the policy of the City of Richmond to provide a reasonable and equitable approach to employee commuting through a citywide employee parking and alternative transportation incentive. The purpose of this policy is to standardize the city's process for administering employee transportation benefits and to strategically align employee transportation policy and practices with the city's sustainability goals.

#### II. POLICY

- A. **Eligible Employees.** Employees are eligible for the benefit if they are in a permanent and full-time or part-time benefits-eligible position and a qualifying work arrangement. The benefit shall be offered to new employees during their onboarding process.
- B. **Work Arrangements.** Employees shall be extended a transportation benefit depending on the work arrangement determined for their position in accordance with city policy and guidance provided by the Department of Human Resources (HR), the Department of Budget and Strategic Planning, and Parking Management.
- C. **Benefit.** Each employee in a qualifying work arrangement, if needed, shall receive a transportation benefit.
  1. The benefit may be either a dedicated parking spot or a monthly alternative transportation stipend. Both cannot be provided simultaneously.
  2. The employee transportation benefits provided under this policy shall be administered in accordance with the U.S. Internal Revenue Service benefits tax requirements.
  3. The benefit may be scaled to match the transportation need of the employee's work arrangement.
- D. **Funding.** Transportation benefits shall be funded for each eligible employee in accordance with this policy.
  1. Each department shall receive a budget to cover their cost of employee parking. The city will cover the cost of alternative transportation stipends.
  2. Monthly parking rates shall be determined by Parking Management and the Department of Budget and Strategic Planning. Alternative transportation rates shall be determined by the Department of Budget and Strategic Planning. Changes are at the discretion and final approval of the Chief Administrative Officer (CAO).



## Administrative Regulations

### Office of the Mayor

**Title:** EMPLOYEE TRANSPORTATION BENEFITS POLICY

**A.R. Number:** 6.1 **Effective Date:** 7/1/2023 **Page:** 2 of 5

**Supersedes:** EMPLOYEE PARKING SPACE **A.R.:** 6.1 **DATED:** 9/1/2000

3. Departments shall provide monthly payments to the city's Parking Management Office for all employee transportation benefits.
  4. Approval of transportation benefits for over-hires must follow this policy; however, funds for transportation benefits for over-hires are not included in the department's employee transportation budget and must be approved as part of the citywide over-hires policy.
- E. **Accessible Parking Spaces.** The city shall reserve a certain number of specially-marked accessible parking spaces at each city location in compliance with the Americans with Disabilities Act (ADA).<sup>1</sup> Employees must have a license or identification placard issued by the Department of Motor Vehicles indicating disability to parking in the reserved parking spots.

### III. PROCEDURE

- A. Management of employee parking, including availability and assignment of employee parking locations or spots, shall be under the purview of Parking Management. Parking Management shall be the point-of-contact for departments and their parking coordinators as well as the vendor that manages city parking operations.
- B. Upon hire, eligible employees will be offered a transportation benefit appropriate for their agreed-upon work arrangement.
- C. Employees shall be issued parking access registration or equipment upon hire. After the initial day of employment, employees must park at their assigned location or spot. Special parking identification will be issued for motorcycles.
- D. Bicycle racks may be made available in covered parking garages. Employees who bike to work are responsible for locking their bikes to the rack.
- E. The city will not cover or reimburse the cost of any parking violations or fees resulting from a forgotten parking pass or due to a change in information (for example, a vehicle change) that was not communicated to Parking Management.
- F. The city is not responsible for any lost, stolen, or damaged property resulting from vehicles or bikes parked or stored in the city's garages.
- G. Department heads or appointing authorities must inform Parking Management of any temporary or permanent changes to an employee's transportation arrangement, such as if a

---

<sup>1</sup> See the U.S. Department of Justice Civil Rights Division's requirements and guidance on accessible parking spaces under the Americans with Disabilities Act (ADA): <https://www.ada.gov/topics/parking/>.



## **Administrative Regulations**

### **Office of the Mayor**

**Title:** EMPLOYEE TRANSPORTATION BENEFITS POLICY

**A.R. Number:** 6.1 **Effective Date:** 7/1/2023 **Page:** 3 of 5

**Supersedes:** EMPLOYEE PARKING SPACE **A.R.:** 6.1 **DATED:** 9/1/2000

parking spot is no longer required, a change in vehicle, an onboarding employee, a separating employee, or other circumstance.

- H. Upon separation from city employment, the employee parking access or transportation benefit shall be revoked. Departments shall ensure employees return any city parking decal and/or access cards to Parking Management.
- I. Departments shall inform Parking Management onboarding, offboarding, or other changes to their employees' parking statuses in a timely manner to ensure records are kept up-to-date and that they are invoiced accurately for monthly employee transportation costs.

#### **IV. RESPONSIBILITY**

**Appointing Authorities and/or Department Heads** – Appointing authorities/department heads or designee are responsible for ensuring onboarding employees select an appropriate transportation option based on this policy and HR guidance on work arrangements. They are responsible for paying monthly parking costs. They are responsible for informing Parking Management in a timely fashion of onboarding, changes, or separations that impact monthly parking invoices and informing HR and the Department of Budget and Strategic Planning in a timely fashion of any onboarding, changes, or separations that impact monthly transportation stipends.

**Chief Administrative Officer** – The Chief Administrative Officer shall have final authority over the terms and conditions of the employee transportation benefit program and funding availability.

**Department of Budget and Strategic Planning** – The Department of Budget and Strategic Planning is responsible for working with Parking Management to determine monthly parking and alternative stipend rates and working with HR and Parking Management to implement this policy.

**Department of Finance** – The Department of Finance is responsible for issuing the transportation stipend in accordance with IRS tax requirements.

**Department of Human Resources (HR)** – HR is responsible for incorporating transportation benefits into the onboarding and offboarding process for employees and working with the Department of Budget and Strategic Planning and Parking Management to include transportation options in city guidance on work arrangements.

**Department Parking Coordinators** – Department parking coordinators are the department points-of-contact for handling requests to Parking Management for parking assignments, issuance of parking passes, and monthly parking payments.



## Administrative Regulations

### Office of the Mayor

**Title:** EMPLOYEE TRANSPORTATION BENEFITS POLICY

**A.R. Number:** 6.1 **Effective Date:** 7/1/2023 **Page:** 4 of 5

**Supersedes:** EMPLOYEE PARKING SPACE **A.R.:** 6.1 **DATED:** 9/1/2000

**Employees** – Employees are responsible for electing and using their transportation benefits in accordance with this policy.

**Parking Management** – Parking Management is responsible for management of employee parking, including spot availability and assignment. Parking Management shall manage invoices to departments for monthly employee parking costs. Parking Management shall be the point-of-contact for departments and their parking coordinators as well as the vendor that manages city parking operations. Monthly transportation stipends are not under the purview of Parking Management.

#### V. DEFINITIONS

**Alternative Transportation** – A regularly used commuting method that replaces driving to the on-site work location and parking in a city-assigned space.

**Transportation Benefits** – An eligible employee’s selection of either a dedicated parking spot or a monthly alternative transportation stipend under an approved work arrangement.

**Work Arrangement** – An agreement entered into by an employee and their appointing authority/department head or designee that defines the flexibility arrangements the employee is allowed for their position.



**Administrative Regulations**

**Office of the Mayor**

**Title:** EMPLOYEE TRANSPORTATION BENEFITS POLICY

**A.R. Number:** 6.1 **Effective Date:** 7/1/2023 **Page:** 5 of 5

**Supersedes:** EMPLOYEE PARKING SPACE **A.R.:** 6.1 **DATED:** 9/1/2000

**VI. REGULATION UPDATE**

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

**Approval**

  
CHIEF ADMINISTRATIVE OFFICER

  
MAYOR