

# **Employee Parking Stipend – Administrative Directive (AD) MS-02A Parking Stipend Application and Guidelines**

## **Initial Transition to Parking Stipend**

The initial transition from the current parking subsidy program to a payroll stipend will begin in mid-October 2015. Parking Administration will issue information or communications through COIN, countywide email announcements and/or direct/targeted emails; in advance of the November 1, 2015 effective date.

Parking Administration will ensure that updated and current parking stipend information is posted on COIN to include AD #MS-02A, the Parking Stipend Application & Payroll Authorization Form and this guideline or informational document.

Parking Administration will distribute a complete informational package including the Parking Stipend Application & Payroll Authorization Form to all current 717 Parking Enterprises subsidy parkers by direct email messages. Furthermore, Parking Administration will assist with and ensure that completed applications are submitted to the Clerk of the Circuit Court's Payroll Department for all current subsidy parkers.

Other employees interested in receiving the stipend and who do not currently participate in the 717 Parking Enterprises subsidy program should follow the general guidelines as described in the section below.

## **General Guidelines**

1. Read and understand AD #MS-02A Employee Parking Stipend. Contact Parking Administration with any questions or concerns at 813-276-2009.
2. Contact Parking Administration (813-276-2009) for current status of County-owned and controlled parking facilities.
3. If County parking is full, employee will be assigned to appropriate parking facility waitlist(s).
4. Obtain parking resource through parking services provider or decide on method of parking, i.e., on-street meters, daily use lots or garages, etc.
5. Complete a Parking Stipend Application & Payroll Authorization Form and submit to Department or Division Director for approval.
6. Forward all approved applications to Parking Administration. Parking Administration will place employee on the parking waitlist and provide application to Clerk of the Circuit Court's Payroll Department.
7. Report any changes to eligibility per requirements of AD #MS-02A.
8. Complete annual recertification by submitting a new Parking Stipend Application & Payroll Authorization Form. Receive approval from Department or Division Director and submit application to Parking Administration.
9. Retain monthly parking fee receipts or invoices.

**Employee Parking Stipend – Administrative Directive (AD) #MS-02A  
Parking Stipend Application & Payroll Authorization Form**

Employee Name (Print): \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Action Effective Date: \_\_\_\_\_ To Date: September 30th, \_\_\_\_\_

Parking Provider (Who do you park with): \_\_\_\_\_

Current Monthly Rate (How much do you pay for parking per month): \_\_\_\_\_

Action:         New         Renewal         Discontinuance         Change

Monthly Parking Stipend Amount (In accordance with AD #MS-02A Table 1. Tiered Stipend Amount): \_\_\_\_\_

**PARTICIPATING EMPLOYEE ACKNOWLEDGEMENTS**

- Participating employee has read and fully understands and agrees to the provisions contained in AD #MS-02A.
- Participating employee does not park in a County-owned or provided parking space, lot or garage.
- Participating employee receives no other form of parking or buss pass subsidy, or allowance other than this County issued parking stipend.
- Participating employee will be registered on REFS maintained County parking facility waitlist.
- Participating employee shall maintain documentation to verify eligibility and shall provide monthly receipts as/when requested.
- Participating employee shall report to their supervisor any updates or changes in parking stipend eligibility with two (2) workdays and shall update Parking Stipend Application & Payroll Authorization Form as changes require.
- Participating employee shall submit a new Parking Stipend Application & Payroll Authorization Form every year by September 30.

**EMPLOYEE CERTIFICATION**

I certify that I have read and understand the above referenced countywide policy and that payments received per this policy will be used toward expenses that I incur for parking services as described above.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**DEPARTMENT APPROVAL**

I have reviewed the business need and approve the monthly stipend indicated on this form.

Department/Division Director or Designee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Send Original to: REFS, Support Services, Parking Administration

Form AD #MS-02A\_Application

# Employee Parking Stipend – Administrative Directive (AD) #MS-02A

## Frequently Asked Questions

**1. Why do we need a new monthly parking stipend?**

Downtown Tampa continues to see an increase in development and this stipend will provide a flexible option for parking for our downtown employees. Under AD #MS-02A the choice of a parking services vendor is at the sole discretion of the employee.

**2. When does this AD take effect?**

November 1, 2015.

**3. As a part-time employee am I eligible for the parking stipend?**

Yes. Part-time employees are eligible to participate but you must meet all other eligibility requirements. One eligibility requirement is that your total monthly parking expenses must exceed or be greater than the minimum monthly parking stipend. This excludes taxes and additional fees.

**4. I am on initial probation. Am I eligible to receive the monthly parking stipend?**

Yes. Initial probationary status does not disqualify you from receiving the monthly parking stipend but you must meet all other eligibility requirements.

**5. My department collects my City of Tampa garage receipts and pays them directly. Am I eligible to receive a monthly parking stipend?**

No. You cannot receive more than one (1) parking allowance or stipend.

**6. I park on-street using City of Tampa parking meters or I use private daily rate parking lots. Am I eligible to receive a monthly parking stipend?**

Yes. Your choice of parking arrangement is up to you. However, your monthly parking expenses must exceed or be greater than the monthly parking stipend.

**7. I pay to park in one of the County garages or surface lots. Am I eligible for the monthly parking stipend?**

No. County parking garage and surface lot rates are well below current market rates. County-owned and controlled parking is assigned under very specific guidelines and policies and is not available to every employee. However, every employee who accepts to park in a County-owned or controlled space is doing so by their own choice – it is not required or mandatory to park in a County-owned or controlled space.

**8. Does everyone receive a monthly parking stipend?**

No. You may receive a monthly parking stipend (as established under AD #MS-02A) only if County-owned or controlled parking is not available and you are required to secure parking from an alternate source or provider.

**9. I work for a constitutional officer and they offer a parking stipend. Can I choose which stipend is best to receive?**

No. You are not eligible to receive the monthly parking stipend established under AD #MS-02A if your employer offers any type of parking reimbursement, stipend, or allowance. You are eligible, however, if you work for a constitutional office which does NOT offer any type of parking reimbursement, stipend, or allowance.

**10. What documents should I maintain and what documents must I turn in to my employer?**

You should retain copies of your contract documents and monthly parking receipts. You may be asked to provide these documents to your employer/department.

**11. Is the monthly parking stipend taxable?**

Yes. The stipend amount will be included in your taxable income and the County will withhold taxes from your paycheck on this compensation.

**12. If I receive a monthly parking stipend, will I have to show my monthly parking receipts to my supervisor or department?**

Yes. You may be required to provide your respective department or agency copies of your monthly parking invoices or receipts. You may also be requested to demonstrate that you are eligible to receive a parking stipend or to demonstrate that you comply with AD #MS-02A. A Department or Division Director may require also you to provide a copy of receipts or contract documents when responding to a public records request.

**13. Are parking stipends considered additional taxable compensation and how does this impact my benefits and withholdings?**

Parking stipends will not constitute an increase to base pay or other items that are factored on base pay (e.g., overtime, merit increases, pension, etc.). The stipend is included in the amount of taxable pay you receive and is therefore subject to federal withholding and social security taxes.

**14. I currently park in a 717 parking Enterprises lot and my fee is subsidized by the County. What is the biggest change for me?**

There are several changes which include the following.

- Employees can park or contract with any parking service vendor at any parking location of their choosing.
- The County will not have an agreement or contract with any parking services provider.
- Parking stipends will be paid directly to employees through their paychecks or direct deposit.
- No payments will be made to parking services providers by the County.
- Employees shall be responsible for their entire monthly paying fee and shall receive a stipend from the County.

**15. Who should I speak to about this program or regarding parking in general?**

Please contact Parking Administration at 813-276-2009.

**16. Where is Parking Administration located?**

Parking Administration is located on the 1<sup>st</sup> floor of the Pierce Street Garage (near the exit) located at 319 Pierce Street, Tampa – just east of County Center.