



**Campus Administrative Policy**

**Policy Title:        Parking**

Policy Number:    3056                      Functional Area: **General Administration**

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Effective:                                      September 1, 2008  
Date Last Amended/Reviewed:        September 1, 2008  
Date Scheduled for Review:              July 1, 2015  
Supersedes:                                    Parking, June 2, 2002

Approved by:                                    Associate Vice Chancellor for Administration and Finance

Prepared by:                                    Controller  
Reviewing Office:                              Executive Vice Chancellor for Administration and Finance  
Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer:                           Executive Vice Chancellor for Administration and Finance

Applies to:                                      University of Colorado Anschutz Medical Campus  
University of Colorado Denver

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**A.    INTRODUCTION**

1.    Purpose

The purpose of this policy is to set forth guidelines for payment of parking fees for CU Denver | CU Anschutz faculty, staff, students, patients, visitors, volunteers and contractors.

2.    Responsibility

It is the responsibility of administrative personnel, Parking and Transportation Services Division, and individual faculty, staff and students to ensure compliance with this policy. It is also the responsibility of the Parking and Transportation Services Division to establish procedures for parking on both campuses and to ensure compliance with those procedures and fiscal policies.

**B.    APPLICABILITY**

This policy applies to all users of parking facilities owned or leased by CU Denver | CU Anschutz and to the expenditure of any funds administered through CU Denver or CU

Anschutz for such parking facilities.

## **C. DEFINITIONS**

1. Employee is defined as an individual (full-time, part-time, temporary, seasonal and hourly) who is employed by the University of Colorado per Internal Revenue Services definitions.
2. Student includes any individual who is registered or enrolled in a class or course offering of CU Denver or CU Anschutz
3. Visitor is defined as an individual visiting the campus on a temporary basis and not being paid by any entity associated with CU Denver or CU Anschutz
4. Patient is defined as an individual receiving medical services or participating in medical research through University of Colorado Anschutz Campus
5. Volunteer is defined as an individual who volunteers without remuneration to assist, teach or practice at CU Denver or CU Anschutz. They cannot be paid partially or completely by CU Denver or CU Anschutz to acquire the status of volunteer.
6. Contractor is defined as a construction company employee, contract laborer, or consultant working on a project and being paid by CU Denver or CU Anschutz.
7. Parking Fee refers to the amount assessed, on a regular basis and at a published rate, by CU Denver | CU Anschutz Parking and Transportation Services Division or an external parking provider for parking an employee's personal vehicle on CU Denver | CU Anschutz owned or leased parking facilities.
8. Parking and Transportation Services Division is the CU Denver | CU Anschutz auxiliary that operates as a self-funded enterprise.
9. Primary Place of Work or Study is the location where an employee is regularly and predominately assigned to work, or where a student primarily attends classes. Generally, if an individual spends half or more of his/her work time at a particular location, or has his/her main office or work site at a particular location, that location is considered the employee's primary place of work used to determine the permit parking location.
10. Parking Permit is defined as an authorized parking permit or entry device issued by the CU Denver | CU Anschutz Parking and Transportation Services Division. Also honored are permits issued by other University of Colorado campuses and Auraria Higher Education Center in accordance with reciprocal parking agreements.

## **D. POLICY**

## 1. General

CU Denver | CU Anschutz units may not pay parking fees, as defined in this policy, for CU Denver | CU Anschutz faculty, staff or students to park their vehicle at the employee's or students primary place of work or study. This is considered a personal expense of CU Denver | CU Anschutz employee or student and is not a reimbursable expense from any funds administered by either CU Denver or CU Anschutz.

All other individuals visiting the campus, whether they are patients, contractors, volunteers or visitors, will normally pay for their parking services. Departments may choose to pay for parking for their patients, contractors, volunteers or visitors.

Any faculty, staff or students parking a vehicle on the CU Anschutz Medical Campus will be required to participate in the parking program.

## 2. Payment for Parking Fees

The Parking and Transportation Services Division will not accept payments for parking from CU Denver | CU Anschutz departments except as outlined above. The Procurement Services Center will not process employee reimbursements or payments to vendors for parking fees at CU Denver | CU Anschutz except as outlined above.

## 3. Enforcement

The Parking and Transportation Services Division will ensure compliance with the fiscal policies and procedures established to provide parking for the CU Denver| CU Anschutz community.

### Notes

#### 1. Dates of official enactment and amendments:

June 2, 2002: Adopted by Associate Vice Chancellor for Administration and Finance.  
September 1, 2005: Revised

#### 2. History:

January 18, 2019: Revised to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

#### 3. Initial Policy Effective Date: June 2, 2002

#### 4. Cross References/Appendix:

- [State Fiscal Rule 2-1 Propriety of Expenditure.](#)
- [State Fiscal Rule 2-8 Miscellaneous Compensation and Other Benefits \(Perquisites\).](#)
- [CRS 23-5-107 Authority of Governing Board – Parking.](#)
- Attachment A: Interdepartmental Order Form (IN) with Parking Policy Certification