DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No: 18

Effective Date: June 21, 2010; Revised: October 1, 2014

Subject: Employee Parking

Authorization: Stephen Chustz, Secretary

I. POLICY

The business operations and services provided by the governmental agencies housed within the LaSalle Building regularly require that individuals representing their own personal and business interests visit the building. Parking spaces in close proximity to the building must be available to accommodate these individuals. Since the State of Louisiana has expended substantial sums to construct a parking garage for employees adjacent to the LaSalle Building wherein ample parking, including well-marked handicapped spaces, are provided, accommodating the parking needs of visitors by insuring the availability of the parking spaces along the streets surrounding the LaSalle Building should not be problematic.

Additionally, the State has expended substantial sums to implement an access card system for employee use of the garage. In addition to creating a secure parking environment, the access card system serves to memorialize the arrivals and departures of DNR's employees throughout the workday. For this reason, this system serves as a tool which assists management in monitoring employee time and attendance.

II. PURPOSE

Compliance with this policy will:

a) Maximize the availability of parking for non-employee visitors to the LaSalle Building;
b) Preclude the need for employees to depart their work stations throughout the day to deposit coins in parking meters;
c) Preclude employee violations of the parking limitations imposed by the ordinances of the City of Baton Rouge; and
d) Facilitate management's ability to monitor employee arrivals/departures via the required use of employee access cards.

III. APPLICABILITY

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

IV. PROHIBITION

DNR employees are prohibited, except in compliance with the limited authorization provided herein, from parking during designated working hours in the parking spaces along the streets surrounding the LaSalle Building.

V. REQUIREMENTS

DNR employees are required to utilize their own authorized access card to enter and exit the LaSalle Building parking garage and to enter through the lobby turnstiles of the LaSalle Building.

VI. EXCEPTION

DNR employees may briefly park in a parking space along the streets surrounding the LaSalle Building for the purpose of loading or unloading equipment, supplies or business materials.

VII. VIOLATIONS

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

VIII. QUESTIONS

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

Stephen Chustz, Secretary

10/6/14

Date