

## **DEPARTMENT OF NATURAL RESOURCES**

**Administrative Policy No:** 18  
**Effective Date:** June 21, 2010  
**Subject:** Employee Parking  
**Authorization:** R.S. 36:354

### **I. POLICY:**

The business operations and services provided by the Department of Natural Resources, Department of Revenue and Board of Ethics regularly require citizens representing their own personal and business interests to visit the LaSalle 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 adjacent to the LaSalle Building, wherein ample parking, including well-marked handicapped spaces, is provided, accommodating the parking needs of visitors by insuring the availability of the metered parking spaces along the streets surrounding the LaSalle Building should not be problematic.

### **II. PURPOSE:**

Compliance with this policy will:

- a) Insure the availability of parking for non-employee visitors to the LaSalle Building;
- b) Facilitate the ability to monitor employee arrivals/departures via the use of authorized employee access cards;
- c) Preclude the need for employees to depart their work stations throughout the day to deposit coins in parking meters; and
- d) Preclude employees from violating the two-hour parking limitation imposed by Baton Rouge City Ordinances Sections 11:430 & 11:432.
- e) Assure compliance with RS 14:102.1(A) (1) (c)

### **III. APPLICABILITY:**

This policy applies to all employees of the Department of Natural Resources, regardless of status.

### **IV. PROHIBITION:**

1. Employees of the Department of Natural Resources are prohibited from parking during designated working hours in the metered parking spaces along the streets surrounding the LaSalle Building.
2. Employees of the Department of Natural Resources are prohibited from entering the LaSalle building without a badge. If an assigned badge is missing employees must sign in at the front desk and use a temporary badge.

**V. EXCEPTION:**

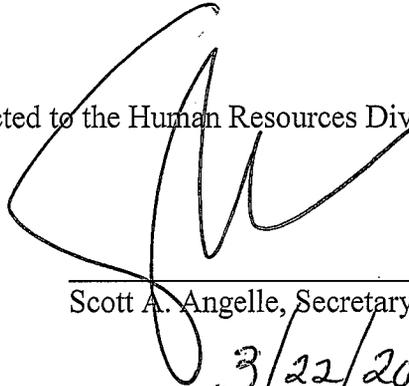
Employees may briefly park in a metered parking space for the purpose of loading or unloading equipment, supplies or business materials.

**VI. VIOLATIONS:**

Disciplinary action, in accordance with the Civil Service Rules, will be initiated against any employee who fails to comply with the prohibition set forth herein. Generally, progressive disciplinary action will be imposed, with the understanding that termination could ensue for repeated violations.

**VII. QUESTIONS:**

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



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Scott A. Angelle, Secretary

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3/22/2011

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Date