

EIRMC Parking Policy

To identify appropriate employee/student parking areas, define employee/student parking responsibilities and establish consequences for non-compliance.

I. Policy

- A. Employee/student parking is limited to areas designated for "Employee Parking" on the attached map. This includes all employees and students during all shifts including nights and weekends.
- B. Employees/students in other EIRMC facilities are also expected to comply with employee parking guidelines as defined by those facilities.
- C. Employees/students are expected to comply with any modifications to designated parking as announced by Administration or marked through signage due to construction or other business needs.
- D. Employees/students coming to the hospital as a visitor or a patient are allowed to park in a visitor spot. However, employees/students are encouraged to consider the situation and park in an employee spot if circumstances will allow.
- E. Employees/students are responsible to report parking safety or compliance concerns to Security, Human Resources or a member of the Administration Team.
- F. Special needs or exceptions must be approved through Human Resources and Administration.

II. Non-Compliance

- A. 1st offense will result in a Final Written Warning. In addition, EIRMC reserves the right to apply a "wheel lock" that requires a meeting with Administration or Human Resources before the lock is removed.
- B. 2nd offense will result in termination of employment or student rotation.

I acknowledge that I have read and understand the EIRMC parking policy and will follow the guidelines in the policy.

Signature of Program Participant/Print Name

Date

Parent or Legal Guardian

Date

If program participant is under 18/Print Name