

<b>University of Kentucky / UK HealthCare Policy and Procedure</b>	<b>Policy # A10-055</b>
<b>Title/Description</b> Parking for Employees, Students, and Affiliates at UK HealthCare Facilities	
<b>Purpose:</b> This policy augments the University’s Vehicle, Parking, and Permit Regulations through the establishment of procedures specific to the use of UK HealthCare patient or visitor parking areas by University employees, students and affiliates.	

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## Policy

UK HealthCare is committed to a patient-centered philosophy and therefore designates specific parking areas to accommodate the access needs of patients and their visitors. University employees, students, and affiliates have a responsibility to support this effort by conforming to the procedures established herein and allowing the access needs of patients and their visitors to take precedence.

## **Definitions**

The following definitions apply to parking status and are for purposes of this policy only.

### *Employee*

Employee means:

1. Any regular full-time University of Kentucky faculty or staff whether working on-campus or not;
2. Any part-time or temporary faculty or staff whether working on-campus or not, so long as they are not enrolled as a University of Kentucky student;
3. Additionally, University of Kentucky post-doctorate students, students who have received a fellowship grant, students who have matriculated to their third year of graduate professional study, or students employed by the University in the position of Graduate, Research, or Teaching Assistant.

### *Patient and Visitor Parking*

Patient and Visitor Parking means parking lots, parking structures, and other parking areas located on or adjacent to the University's main campus that are restricted for exclusive use by qualified patients and qualified visitors unless otherwise authorized by UK Parking and Transportation Services.

### *Qualified Patient*

Qualified Patient means any person attending a bona-fide outpatient medical appointment or receiving inpatient treatment.

### *Qualified Visitor*

Qualified Visitor means any person accompanying a qualified patient to a medical appointment or inpatient treatment or visiting a patient while not working in an official work capacity or attending classes.

### *Student*

Student means any person enrolled as a student at the University of Kentucky or other affiliated educational institution with curriculum requirements being completed at the University of Kentucky, unless otherwise included in the definition of employee above.

### *University Affiliate or Affiliate*

University Affiliate or Affiliate means any person employed by the state or federal government or a private company whose regular, frequent or permanent assignment, office or primary workstation is on the University of Kentucky campus. This includes, but is not limited to, contractors, vendors and construction workers.

### *Volunteer*

Volunteer means any person who provides services to the University on a voluntary basis without remuneration or educational credit. Employee or student status shall take precedence over volunteer status should more than one (1) category apply.

## **Procedure**

In general, employees, students and affiliates are prohibited from parking in any patient and visitor parking area while working in an official capacity or attending class unless otherwise authorized by Parking and Transportation Services and displaying the appropriate parking credentials.

Parking and Transportation Services provides parking options and promotes commuting alternatives and intra-campus mobility for the University. If choosing to commute by automobile, employees, students, and affiliates, including those eligible for disabled accessible parking, are required to park in designated employee or student parking areas and display a valid University of Kentucky parking permit during restricted hours.

Additional parking and transportation related information, regulations, policies, maps, parking options and rates (including reserved parking for clinical faculty), and other related services and programs can be found by visiting the [UK Parking and Transportation Services website](#).

### *Designated Patient and Visitor Parking Facilities*

The following parking areas are designated as patients and visitor parking:

1. UK HealthCare Garage (PS #8);
2. Kentucky Clinic Garage (PS #3);
3. UK HealthCare Good Samaritan Hospital Garage;
4. Designated UK HealthCare Good Samaritan Medical Office Building, Warren Court, and Professional Arts Center visitor parking areas;
5. Emergency Department parking at Chandler and UK HealthCare Good Samaritan Hospitals;
6. Markey Cancer Center Patient Lot; and
7. Main entry drives for Kentucky Clinic, Chandler Hospital (Pavilion A and H), UK HealthCare Good Samaritan Hospital, and Markey Cancer Center.

### *Off-Peak (Evening or Weekend) Parking*

UK HealthCare employees and affiliates are authorized to park in the above listed patient and visitor parking facilities on weekends and official University holidays, as well as Monday through Friday from 4:30 p.m. to 8:00 a.m., with the exception of the Emergency Departments, Markey Cancer Center, main entry drives, or if otherwise signed or restricted.

Since the Kentucky Clinic is closed on weekends, UK HealthCare employees are encouraged to use the Kentucky Clinic Garage (PS #3) on weekends rather than the UK HealthCare Garage (PS #8) in order to maximize the amount of parking available to patients and their visitors.

### *University Emergencies and Campus Closures*

The University may suspend or alter normal campus operations in the event of unusual circumstances such as severe weather, public health emergencies, major utility failure, fuel shortages, or other reasons. During these emergency events, no change or alterations are made to normal parking operations and restrictions. Employees, students and affiliates shall continue to abide by the policies outlined herein as well as those stipulated in the University's Vehicle,

Parking and Permit Regulations. See also, A09-055, Plan B staffing during Hospital Emergencies and A12-005, Winter Alert and Transportation.

#### *Approved Employee, Student, and Affiliate Use of UK HealthCare Patient and Visitor Parking Facilities*

Employees, students, and affiliates may park in patient and visitor areas when in a qualified patient or qualified visitor status.

Employees, students, and affiliates are required to park in designated employee or student parking areas while working in an official capacity or attending classes, even if they have been or will be a qualified patient or qualified visitor within the same day.

Use of patient and visitor parking areas by an employee, student or affiliate, either before or after their status as a qualified patient or qualified visitor, is prohibited. Specifically, employees, students, and affiliates may park in designated patient and visitor parking areas no more than 30 minutes before a scheduled appointment and are required to remove their vehicle from the patient and visitor parking facility upon conclusion of their appointment.

#### *Employee and Student Use of UK HealthCare Parking Validations*

Under no circumstances is any UK HealthCare employee, student, or affiliate to receive validation of parking charges unless accessing UK HealthCare services as a qualified patient or accompanying a qualified patient and then only for the period of treatment. Receipt of validated parking while working in an official capacity or attending classes is prohibited and may be considered misuse of University funds and a violation of University Business Procedures, the University's Ethical Principles, and Code of Conduct.

#### *Use of Hospital and Clinic Main Entry Drives*

Kentucky Clinic, Chandler Hospital (Pavilion A and H), UK HealthCare Good Samaritan Hospital, and Markey Cancer Center main entry drives and associated parking are for patient drop-off and pick-up and short-term parking needs only. Use of these areas by employees, students, or affiliates is prohibited unless in a qualified patient or qualified visitor status. This includes use of these areas by employees, students, or affiliates for drop-off and pick-up prior to or upon conclusion of work, education, or research activities.

#### *Special Event, Meetings, Training and Conference Parking*

Employees, students, and/or affiliates who attend special events, meetings, training, seminars, or other infrequent, unexpected, or intermittent events, no matter how infrequent and regardless of assigned work or class location, are not eligible to park in designated patient and visitor parking areas unless otherwise authorized by Parking and Transportation Services and displaying the appropriate parking credentials.

Short-term individual employee parking may be coordinated through Parking and Transportation Services at (859) 257-5757. Group parking accommodations may be coordinated through the Parking and Transportation Services special event parking coordinator at (859) 257-9680.

#### *Compliance*

Violators of this policy are subject to the applicable sanctions outlined in the University's Vehicle, Parking, and Permit Regulations. Additionally, UK HealthCare employees in violation

of this policy are subject to corrective action for the first violation and escalating corrective action up to and including termination for repeated offenses.

*References*

1. University Vehicle, Parking and Permit Regulations
2. UK Administrative Regulations Part XIV: Ethical Principles and Code of Conduct
3. UK Business Procedures Manual E-1-4, Internal Control

**Persons and Sites Affected**

Enterprise <input checked="" type="checkbox"/>	Chandler <input type="checkbox"/>	Good Samaritan <input type="checkbox"/>	KCH <input type="checkbox"/>	Ambulatory <input type="checkbox"/>
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Departments: [UKHC Policy Sites Departments]

**Policies Replaced**

Chandler HP10-15    Good Samaritan    Kentucky Children’s CH  
 Ambulatory KC    Other

**Effective Date:** 3/1/2016

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6/18/15; 3/1/2016

**Approval by and date:**

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