

Off-shift Parking Policy

Purpose Statement:

This policy supplements [Chapter 236-12 WAC](#) and establishes the requirements and fees for off-shift parking permits for employees.

This policy applies to anyone parking on the Capitol Campus. There are no exemptions.

Action: Revision of existing policy dated October 15, 2007

Effective Date: July 1, 2011

Owner: Office of Parking Services

Review Cycle: 2 years

Approved By: _____ /s/
Jane Rushford
Acting Director

Policy Content

[Policy statement](#)
[Standards and procedures](#)
[Forms and instructions](#)

[Definitions](#)
[Related requirements and information](#)
[History](#)

Policy

Day shift employees must pay for parking. The current practice is for swing-shift and night-shift employees to be considered off-shift employees, and allowed to park without paying the fee. Listed below are the rules that apply to off shift parkers. Swing shift start times may vary from 2:00 pm to 5:00 pm.

- 1. All off shift parkers must register with the Office of Parking Services (OPS). OPS will issue parking permits for each registered vehicle.**
- 2. Workers who arrive on campus before 5:00 pm shall park in a zoned parking stall in their assigned campus garage or lot.**

Off shift parkers are not allowed to park in reserved, service, Buildings & Grounds, Agency assigned, metered, or 30 minute stalls prior to 5:00 pm.

Note: General Administration Parking lot and OB2 Service level garage do not contain zoned parking and are unavailable for off-shift parking before 5:00 pm.

Off shift parkers may move their vehicle to any stall noted above after 5:00 pm to provide for a vehicle closer to their work area.

3. Off shift parkers who report after 5:00 pm or on weekends may park in any zoned parking stall or in any of the stalls listed above.

Off shift parkers are never allowed to park in a disabled parking stall unless assigned a disabled placard issued by the Department of Licensing.

Violation of the Off Shift Parking Policy may result in a parking citation or impoundment order issued by the Washington State Patrol under [Chapter 236-12 WAC](#).

[RETURN TO TOP](#)

Related requirements and information

- State law – [RCW 46.08.172, Parking rental fees -- Establishment](#)
 - State rule – [WAC 236-12, State Capitol Grounds Traffic and Parking Regulations](#)
 - GA enterprise policy – [Agency and Service Parking Permits](#)
 - GA enterprise policy – [No-charge and Miscellaneous Parking Passes](#)
 - GA enterprise policy – [Operational Guidelines for Activity Parking on the Capitol Grounds](#)
 - GA enterprise policy – [Parking Fee Schedule for the Capitol Campus](#)
 - GA enterprise policy – [Parking Criteria for the Legislative Garage](#)
 - GA enterprise policy – [Registration of Parkers](#)
-

[RETURN TO TOP](#)

Forms and instructions

- [Bicycle Cage Registration](#)
 - [Carpool/Vanpool Parking Permit Application](#)
 - [Online Employee Parking Registration](#)
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[RETURN TO TOP](#)

Definitions

- *Parkers* mean those persons wishing to park or are currently parking on the Capitol Campus.

[RETURN TO TOP](#)

History

Amended:

July 1, 2011 Aligned with current policy format; no other substantive content changes were made.

October 15, 2007 Changes unknown

February 14, 2003 New policy

Supersedes:

NA

Original Effective Date:

February 14, 2003

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

[RETURN TO TOP](#)

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov .