

## Minnesota North Parking Payroll Authorization Policy and Procedure

### POLICY

All employees shall pay parking fees as mandated in MnSCU Board Policy 5.11.1

**Part 4. Mandatory Fees.** Mandatory fees are in statute or policy and are required to be charged at all colleges and universities.

**Subpart B. Parking fees.**

1. Colleges and universities shall develop a policy to charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to *Minnesota Statute § 136F.67*.
2. The president shall determine the fees. Students shall pay an amount that is equal to or less than that paid by the institution's employees for the same type of parking (e.g. reserved, general, etc.).
3. Colleges and universities have the option to collect fines and towing fees for parking violations pursuant to *Minnesota Statute § 136F.53*.

All employees must give authorization to have fee deducted from their paycheck.

The fee amount has been determined by the President's Cabinet:

Employees shall pay parking fees as mandated in MnSCU Board Policy 5.11 and Procedure 5.11.1. The annual parking fee for an employee is currently set at a maximum of \$67.50 (\$33.75 per semester) and will be calculated using the employee's full-time equivalent (FTE) assignment. Employees will only be charged if the amount due per semester is \$5.00 or greater.

### PROCEDURE

Employees will be given the opportunity to participate in pre-tax payroll deduction.

HR will provide the Employee Parking Payroll Deduction form or email submission to all new hires.

If the employee chooses not to participate in payroll deduction or is an employee from another college (working on one of Minnesota North campuses), HR will notify the business office to invoice the employee.

Institutional Research will provide HR with an employee FTE calculation report.

HR will manually enter the payroll deduction twice a year; once fall semester and once spring semester.

### WAIVER

Who may apply for a waiver?

- Employees who teach or work exclusively off campus
- Employees on leave of absence or sabbatical for at least one full-academic semester

Vice President of Finance and Facilities will review and make determination for waiver approval.

You can access a waiver form here: <https://minnesotanorth.edu/about/human-resources/employee/> Employee Forms