An equitable parking policy should be one that reflects some consensus of the views held by those affected by the policy. There is no parking policy that will be satisfactory to everyone because there is neither a sufficient number of permits allocated for prime lots nor a sufficient number of permits for all faculty and staff desiring parking.

**Department of Transportation and Parking’s Formula for Allocation of Permits to School:**
An allocation formula is used by the University’s Department of Transportation and Parking to determine how many permits will be issued to each School. The formula weights 80% for the total number of permanent employees and 20% for the Total State Service. Total State Service is defined as any employment in the State system (and UNC Hospitals), not just UNC-CH or School of Nursing. Variation in the ratio of permits issued to each School occurs only as the result of the “seniority factor” in the allocation formula. After the Department of Transportation and Parking allocates permits throughout the University, each department (i.e., School of Nursing) allocates permits based on its own criteria and policies. Allocation of departmental permits are made in mid summer by departmental parking coordinators using established departmental guidelines.

**School of Nursing Allocation Process:**
Following several months of data collection and discussions with representatives from faculty and staff, the following process for parking permit allocation was developed and will be used for the permit allocation each summer.

Permits to the SPA/EPA Non-Faculty and EPA Faculty categories will be allocated on a percentage basis for each parking zone for which permits are available. The percentages are calculated using filled permanent positions plus vacant permanent positions for each category.

SPA and EPA Non-Faculty employees are ranked by their Total State Service Date. EPA Faculty employees are ranked by the total of their UNC-CH School of Nursing service plus their equivalent appointments at the rank of Instructor or higher at other institutions of higher education. Part-time faculty appointments are calculated at 50% per year for each year of part-time employment.

Permits will be distributed to faculty and staff in such a way that neither group is advantaged. For example: if staff are in a desirable lot with X number of years of service, then faculty with the same X number of years of service would also have access to that lot.
SPA Staff Total State Service Dates are provided by the University. EPA Non-Faculty and EPA Faculty will periodically receive a personalized survey summarizing information provided by the employee during a previous survey as well as records currently maintained on the employee by the Human Resources Office of the School of Nursing. A master spreadsheet providing the data for allocation using the appropriate service criteria will be maintained by the School’s Parking Coordination.

Parking Permit Assignments After Initial Allocation and Waiting Lists:
Employees not receiving a permit during the initial assignment period are placed on the Department of Transportation and Parking’s waiting list by requested parking zone. This waiting list includes all University employees and employees are ranked according to their Total State Service Date. As spaces become available in requested lots during the period August 15 - October 31, employees are moved off the waiting list and issued a parking permit for the requested zone. Beginning November 1, all new applications for a permit are added to the end of the list as received. From this date forward, permits are allocated across campus solely on a first come first served basis. (Applicants on the original waiting list continue to maintain their position on the list and move up as spaces become available. After October 31 all new requests go to the end of the original waiting list regardless of Total State Service.) If an employee on the waiting list receives a permit, there is no guarantee that the employee will receive a parking permit again the following year from either the initial departmental allocation or the waiting list.

The School of Nursing will maintain a similar internal waiting list for employees who have not received either a permit or a parking permit in the zone requested. All employees on the internal waiting list will be ranked based solely on the service dates established above, with no distinction between faculty or staff. Movement on this list will be initiated when an employee with a permit terminates employment with the School or no longer wants or needs the assigned permit. If an employee eligible to receive a permit refuses it, then the permit will be assigned to the next employee on the list. Employees who receive permits from the Department of Transportation and Parking’s waiting list will be removed from the School of Nursing waiting list. Consistent with the Department of Transportation and Parking waiting list, between the period August 15 - October 31, all new School of Nursing employees will be added to the internal waiting list based on the service criteria appropriate for their classification. Beginning November 1, all new School of Nursing employees will be added to the end of the list, regardless of their service date. NOTE: Anyone placed on the School of Nursing waiting list is automatically placed on the University’s waiting list.

To get on the parking list for next year’s allocations then please complete the form: Parking Info Needed