



**PLANT MANAGEMENT DIVISION**  
 50 Sherburne Avenue, Room G-10  
 St. Paul, MN 55155  
 651-201-2300  
[www.mn.gov/admin](http://www.mn.gov/admin)

## EMPLOYEE PARKING PAYROLL DEDUCTION CONTRACT

**TENNESSEN WARNING**

You are being asked to supply data concerning yourself that is private under the Minnesota Government Data Practices Act (MN Statute Chapter 13). This private data includes home address and home phone number.

The reasons that this data is being collected by the Department of Administration, Plant Management Division (PMD), are for administration of the PMD's Parking Program, electronically processing the application, communicating information and updates to participant's residence, and collecting any outstanding obligations.

The private data is accessible only by you, the Department of Administration, PMD and a debt collection agency under contract with the Department of Administration.

Failure to provide this information may cause my application to be rejected since it cannot be processed electronically, my services may be restricted, and data will not be available for statistical evaluation.

**\*REQUIRED FIELDS**

*1. NAME (Last, First, MI)  *3. STATE EMPLOYEE ID (8-digit)  *4. DEPARTMENT/DIVISION NAME  *5. WORK ADDRESS  *6. WORK TELEPHONE (     )	<b>2. VEHICLE:</b> License #: 1. _____ 2. _____ 3. _____  Make: 1. _____ 2. _____ 3. _____  Model: 1. _____ 2. _____ 3. _____  Year: 1. _____ 2. _____ 3. _____  Color: 1. _____ 2. _____ 3. _____  7. HOME TELEPHONE (     )
*8. HOME ADDRESS (street address, city, state, zip code)	
*9. WORK EMAIL	

(Do not complete shaded areas below-PMD use only)

FACILITY	TAG #	STALL #	PRIORITY
DATE	SEMA4 ENTRY	AIMS ENTRY	AIMS ACCT #

(Facility change/move)

FACILITY	TAG #	STALL #	PRIORITY
DATE	SEMA4 ENTRY	AIMS ENTRY	

(Facility change/move)

FACILITY	TAG #	STALL #	PRIORITY
DATE	SEMA4 ENTRY	AIMS ENTRY	

I agree to the following:

I have read the terms and conditions and agree to abide by the same.

I agree to pay the State of Minnesota, Department of Administration, through bi-weekly payroll deduction initiated by them on my behalf, the established rate for utilizing the parking facility. I understand that parking rates are subject to change.

I understand that this contract becomes effective upon receipt of my Parking Identification Tag and shall remain in effect until the parking contract is duly canceled and the Parking Identification Tag returned to PMD. Charges will continue to incur until the Parking Identification Tag is returned.

I must provide my 8-digit State of Minnesota employee identification number or the contract application will be rejected since it cannot be processed electronically.

Parking in PMD'S parking facilities for state employees is considered temporary based on availability of parking. In the event of displacement due to parking demands or building construction/demolition, there will be no guarantee or provision of alternate parking. Parkers will receive at least thirty (30) days' notice of displacement before the parking contract will be duly canceled. I agree to return my parking tag and make other parking arrangements.

#### TERMS AND CONDITIONS

This parking contract is valid during business hours unless noted to the contrary and will remain in effect unless the contract holder requests cancellation or initiated by PMD under the procedure set forth below or there is cancellation or suspension "for cause". "For cause" may include, but is not limited to, the following: the fraudulent creation or alteration of a Parking Identification Tag or permit; serious or repeated disregard of the parking rules, failure to follow posted traffic signs, other parking restrictions contained herein, parking misuse or abuse, or parking signage requirements; parking in a parking facility not assigned per contract; and use of a Parking Identification Tag by the contract holder or another individual that was reported as lost or missing by the contract holder. Contract holders will be entitled to an appeals process for the cancellation or suspension. Parking violations, infractions or fraud may result in ticketing, towing, wheel lock, impounding, criminal theft of state funds or fraud charges by State Patrol, restitution for parking charges, suspension/cancellation of parking contract, and/or Department Human Resource notification of parking infraction.

This contract entitles the contract holder to park in any available stall, except disabled, metered or other designated space, in the assigned parking facility per contract. This contract does not entitle the holder to any specific numbered space or an assigned parking stall unless notified otherwise by PMD.

The State reserves the right to move or reassign vehicles to other parking facilities when necessary to meet parking demands, legislative directives, changes in parking policy, or to respond to construction/repair projects. These moves or reassignments may be temporary or permanent changes.

Contract holders must notify PMD of changes to their parking priority as defined in the Capitol Complex Commuter Policy:

1) disability 2) van pool 3) car pool 4) executive management 5) state agency 6) employees 7) vendors and others.

A change of the contract holders parking priority may result in cancellation of the parking contract.

Contract holders must notify PMD of any work/home address, work telephone number, name, email or vehicle changes.

If a Parking Identification Tag is forgotten, the contract holder must secure a temporary parking permit from PMD for the day(s) required. There is no charge for issuance of this temporary parking permit. If the contract holder parks without the proper Parking Identification Tag or daily parking permit displayed, the vehicle will be considered in violation of parking rules and may result in ticketing and/or towing of the vehicle.

Only one vehicle will be permitted at any one time per the contract. A valid Parking Identification Tag or temporary parking permit must be properly displayed on each vehicle authorized to park. Any vehicle without the proper Parking Identification Tag or temporary parking permit displayed will be considered in violation of the parking rules and may result in ticketing and/or towing of the vehicle.

There is a replacement charge for a lost or missing Parking Identification Tag. If the Parking Identification Tag reported as lost or missing by the contract holder is later found in use, the contract holder's parking privileges may be canceled or suspended "for cause". If the missing Parking Identification Tag is later found by the contract holder, it must be returned to PMD. If returned within three months of the replacement date, the replacement charge will be refunded.

When the Department of Employee Relations declares a snow emergency, contract holders electing to come to work should park in an enclosed PMD ramp.

There will be no unauthorized overnight parking in any State parking facility. Unauthorized vehicles may be ticketed and/or towed or impounded. Sub-letting is prohibited.

The parking facilities are in a high-risk crime area. The State of Minnesota assumes no responsibility for the contract holder's personal safety or loss by fire, theft, or damage to the contract holder's vehicle or its contents while entering, leaving or parking in a facility. Escort services for security reasons to/from the contract holder's vehicle in the capitol complex are available by calling Capitol Security.

Capitol Complex Commuter Policy is available on our website: [www.mn.gov/admin](http://www.mn.gov/admin) or by requesting a copy from PMD.

* 10. EMPLOYEE SIGNATURE	*11. DATE
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