

## State Employee Payroll Deduction Parking Contract

\*REQUIRED FIELDS

<b>Contract Holder Name (Last, First, MI)</b>	<b>Vehicle: (not used for enforcement)</b>
<b>Preferred 1st Name - Optional</b>	Year:     1. _____ 2. _____
<b>Employee ID Number (8-Digit State Employee ID)</b>	Make:        1. _____ 2. _____
<b>Email Address</b>	Model:      1. _____ 2. _____
	Color:      1. _____ 2. _____
	License Plate 1. _____ 2. _____
	State Issued: 1. _____ 2. _____
<b>Work Location Building Name</b>	<b>Agency</b>
<b>Home Address</b>	
<b>Primary Telephone Number</b> (    )	<b>Secondary Telephone Number</b> (    )

**This is a legally binding contract. Read it carefully and have all of your questions answered before you sign.**

**I have read and agree to abide by the Terms and Conditions:**

<b>Contract Holder Signature</b>	<b>Date</b>
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*(Shaded areas for FMD use only)*

Facility	Tag/Badge #	Stall #	EV Fob	
Account #	AIMS entry	SEMA4 entry	Priority #	First PPE

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**\*\*NOTICE OF COLLECTION OF NON-PUBLIC DATA\*\***

Participation in the Department of Administration, Facilities Management Division (FMD) Parking Program is strictly voluntary. You are being asked to supply data concerning yourself that is non-public under the Minnesota Government Data Practices Act M.S. 13.04 and 13.37. This non-public data includes home address, home telephone number, and parking location.

This data is being collected for administration of FMD's parking program to electronically process the application, communicate information and updates to participants, and collect any outstanding obligations.

The non-public data is accessible only to you, the Department of Administration, MN Department of Public Safety, and FMD's collection agency.

Failure to provide this information may cause your application to be rejected, since it cannot be processed.

**Your participation in FMD's parking program is governed by the following Terms and Conditions:**

1. **Effective Period.** The contract shall remain in effect until it is either:
  - canceled by contract holder, or
  - suspended or canceled by FMD.

**Charges will continue to incur until the contract is canceled.**

2. **Payment.** I agree to pay the State of Minnesota, Department of Administration, the established rate. For employees on the State's SEMA4 payroll system, payment is made in arrears through bi-weekly payroll deduction. Pre-tax dollars are used up to the amount allowed by federal guidelines. Parking rates are subject to change. FMD will provide thirty (30) days advance notice for rate changes. If a parking payroll deduction is not received, contract holder is responsible for payment directly to FMD.
3. **Parking Identification.** Contract holder will be issued a parking tag or access badge. Contract holder is responsible for proper usage and safeguarding of their parking identification (ID) at all times. Contract holders who are issued a parking hang tag must display the hang tag at all times in the assigned parking facility so the hang tag number is visible.

If the contract holder parks without the proper parking tag or daily parking permit displayed in facilities without badge access, the vehicle will be considered in violation of parking rules and subject to ticket and/or tow.

4. **Forgotten Parking Tag.** If a parking tag is forgotten, the contract holder must secure a temporary parking tag from FMD before parking in their contract facility.
5. **Lost or Stolen Identification.** Contract holder agrees to immediately report a lost or stolen parking ID to FMD. Contract holder will be assessed a charge for a lost or stolen parking tag. If contract holder requests, they will be issued a new parking ID to replace the one that was lost or stolen. If a parking tag is later found, contract holder must immediately return it to FMD. If a parking tag previously reported as lost or stolen by the contract holder is later found in use, the contract holder's parking privileges may be canceled or suspended "for cause" as outlined in #9. Contract holders will be responsible to pay for parking during the time the parking tag was reported lost or stolen.
6. **Parking Priority.** Contract holders must notify FMD of changes to their parking priority as defined in the Capitol Complex Commuter Policy. A change of the contract holder's parking priority may result in cancellation of the parking contract. The Capitol Complex Commuter Policy is available on FMD's website or by requesting a copy from FMD.
7. **Contract Holder Information.** Contract holder must promptly notify FMD of any changes to name, work location, address, telephone number, and email.
8. **Cancellation by Contract holder.** Contract holder may cancel participation in the parking program at any time by returning the parking tag to FMD or requesting FMD cancel access on their Access Badge. Contract holder agrees to immediately cancel the parking contract when there is a change in status that makes the contract holder ineligible for FMD's parking program.
9. **Cancellation by FMD.** This contract may be suspended or canceled by FMD "for cause". "For cause" may include, but is not limited to: the fraudulent creation or alteration of a parking tag, serious or repeated disregard of the parking rules, parking misuse or abuse, parking in a facility not assigned per contract, use of a parking tag that was reported as lost or missing, and failure to meet the payment requirements of the contract. In addition to the cancellation of their parking contract, contract holder may be charged with criminal theft of state funds and fraud by State Patrol, be responsible for restitution for parking charges, lose participation in FMD parking and transportation programs, be removed from parking waiting lists, have their Human Resources Office notified of the parking infraction, and other actions taken as deemed appropriate by FMD.

FMD reserves the right to cancel or reassign contract holders to other parking facilities when necessary to meet parking demands, legislative directives, changes in parking policy, or to respond to construction/repair projects or other events. These reassignments may be temporary or permanent. FMD will do its best to provide at least 30 days' notice.

10. **Utilization.** Only one vehicle will be permitted at any one time per the contract. This contract entitles the contract holder to park in any available stall, except spaces signed for disability, metered, etc., in the assigned parking facility with proper parking identification. This contract does not entitle the holder to any specific numbered space or an assigned parking stall unless notified otherwise by FMD.

Unauthorized vehicles may be ticketed and/or towed at the owner's expense.

There will be no unauthorized overnight parking in any FMD parking facility. Snow removal is done outside of normal working times.

Sub-letting of parking privileges is prohibited.

11. **Liability.** The State of Minnesota assumes no responsibility for the contract holder's personal safety or property. The State does not provide services for vehicles, such as lockouts and battery assistance.

2. **Payment.** I agree to pay the State of Minnesota, Department of Administration, the established rate. For employees on the State's SEMA4 payroll system, payment is made in arrears through bi-weekly payroll deduction. Pre-tax dollars are used up to the amount allowed by federal guidelines. Parking rates are subject to change. FMD will provide thirty (30) days advance notice for rate changes. If a parking payroll deduction is not received, contract holder is responsible for payment directly to FMD.

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