

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.6 EMPLOYEE PARKING

PURPOSE

3.6-1 It is important that we maintain a good relationship with area merchants and other businesses or governmental entities in close proximity to County buildings, and that we are mindful of the needs of the public to utilize public parking spaces accessible to County buildings and to our neighbor facilities. When County employees disregard available County employee parking facilities and park in public parking spaces, they unfairly limit public accessibility. Additionally, since parking spaces in some locations have time restrictions, employees must leave their offices in order to move their vehicles and thereby avoid parking tickets or fines; these employees are wasting taxpayer dollars with unauthorized time away from their duties.

3.6-2 County employees shall park in areas designated by the County for employee parking. Failure to comply with designated parking arrangements for County employee vehicles shall be a factor to be considered in job performance evaluations. An employee who violates this provision may be subject to disciplinary action as deemed appropriate by the Department head.

EXCEPTIONS

3.6-3 Special exceptions to designated employee parking may be approved by the Department head for specific times in which employees require close access to their office, such as for loading or unloading. Any employee with a mobility impairment needing special parking accommodations that are not adequately met with designated employee parking areas should notify the Human Resources Director.