

Judicial Branch Recruitment and Retention Program (the “JBRRP”)

Parking ACCESS CARD FAQs

The Judicial Branch is pleased to offer to our City of Wilmington-based employees a parking access card at no cost to you as part of our recruitment and retention program (the “JBRRP”). We understand that the high cost of parking in the City can be significant for our employees, particularly when state salaries have not increased in a meaningful way for many years. We very much appreciate your service to the Judicial Branch and, while we recognize that this is not a substitute for higher wages, we hope that this will be of assistance.

Am I eligible for the program?

You are eligible for the program if you are a full-time, benefit eligible, state employee (FTE) in the Judicial Branch and work within the Leonard L. Williams Justice Center at 500 N. King Street in Wilmington or the court offices at the Renaissance Center at 405 N. King Street in Wilmington.

We are working to extend this program to include employees of non-judicial agencies, casual-seasonal employees and interns that fall under the umbrella of the courts as funding and parking spaces become available.

When will the program begin?

The JBRRP will begin on April 1, 2019.

I qualify for the program; how do I sign up? Where do I get my parking access card?

Your court’s HR Department will provide you with an enrollment form that you must complete and return **NO LATER THAN FEBRUARY 15, 2019**. Once enrollment is complete, your HR department will notify you of your parking lot assignment and provide you with a parking access card prior to the program’s April 1, 2019 start date.

What parking lots are included in the program?

Our goal is to provide parking that is closest in proximity to the Courthouse. Unfortunately, at present, the covered parking lot attached to the courthouse (the “Courthouse Parking Garage”) cannot accommodate all employees working within the building. Therefore, it will be necessary to assign employees to other lots in the area. We will continue to work to add additional parking spots at the Courthouse Parking Garage as they become available. In the meantime, we will provide parking at specific lots within the vicinity of the Courthouse (the “Designated Parking Areas”).

Designated Parking Areas are listed below in order of their proximity to the Courthouse:

- A. Courthouse Parking Garage**, Colonial Parking 500 N. King St.

January 28, 2019

- B. Courthouse Surface Lot**, Colonial Parking 511 N. Walnut St.*
- C. Custom's House Parking Lot**, Wilmington Parking Authority 700 N. King St. **(the entrance is on N. Walnut St)**
- D. 5th and Orange Lot** Colonial Parking 5th and Orange St.*

*These lots require a sticker to be placed on the windshield in addition to the parking access card.

How are the parking spaces assigned?

Parking assignments will be determined by each court and made according to seniority in the Judicial Branch (defined as State of Delaware Judicial Branch service, only) with the most senior employees being assigned to the closest available lot, or other criteria established by each court. Each court shall be responsible for managing parking assignments for their employees according to these Policies and Procedures and based on the specific needs of each court as appropriate.

Please note: Those employees who have paid for and currently hold a monthly parking access card at a Designated Parking Area prior to April 1, 2019, will be allowed to retain their current lot assignment. However, all employees that have an existing monthly parking access card **MUST** participate in the enrollment process and will need to obtain a new parking access card through the process with their court's HR department.

I already have a monthly parking access card, but my lot is not one of the Designated Parking Areas. What happens to me?

In order to participate in the free parking program, you need to leave that lot and obtain an assigned spot in a Designated Parking Area through the enrollment process and your HR Department. You are responsible for notifying your existing parking lot operator of your intention to cancel your existing monthly parking access card effective April 1, 2019. You will need to make arrangements to return your parking access card to the operator and should plan to do so no later than April 8, 2019 to avoid any fee.

I already have a monthly parking access card, what should I do with my existing parking access card for that lot?

Even if you already park in one of the **Designated Parking Areas**, you must return that parking card to the parking lot operator that provided it to you on April 1, 2019 and no later than April 8, 2019 to avoid any fee.

I was not a monthly parker prior to the start of the JBRRP. What do I need to do?

If you did not have a monthly parking agreement or you parked occasionally on a day-to-day basis, you will need to complete the Enrollment Form to participate in the program.

I am enrolled in the Commuter Benefit Program (AsiFlex). What should I do?

All employees enrolled in the Commuter Benefit Program **MUST** withdraw from that program and cancel the deductions no later than FEBRUARY 15, 2019 in order to be eligible for parking under the JBRRP. You will need to contact ASI Flex by phone at 1-800-659-3035 or online at <https://enroll.asiflex.com/select010.aspx> to cancel your payroll deductions. Please consult with your HR Department if additional instructions are needed.

January 28, 2019

Are there limits on my use of the parking access card?

Yes. Employees may not lend, gift, sell, barter, or trade their parking access card to anyone else at any time for any purpose. Allowing anyone else to use your parking access card for any reason may result in suspension of the assigned parking access card.

Can I leave my car to go out to dinner after work or use my parking access card on the weekend or holiday to go to a show at the Queen?

Employees who are issued parking access cards may use the parking cards at their authorized parking facility at any time during the hours of operation, and according to the terms of use, at the assigned lot. Employees should review and familiarize themselves with the hours and terms of operation in effect at their assigned parking facility.

My sister/brother/friend just needs to use my parking card one time for a quick trip to the city. Is that allowed?

No. You may not lend, gift, sell, barter, or trade your parking access card under any circumstances. Any violation of this policy may result in suspension of the assigned parking access card.

I need special parking due to a medical issue or disability. What should I do?

If you have been issued a special license plate or parking ID placard for persons with disabilities under Delaware Law or another state's applicable law, please provide certification to your Human Resources department. Reasonable accommodations will be established on a case-by-case basis and is limited to space availability.

What do I do if I lose my parking access card?

The parking lot operator may charge a fee to replace any lost or stolen cards. In order to replace your parking access card, you must inform your Human Resources department and parking lot operator and request that your lost or stolen card be deactivated prior to receiving a replacement card. You will be responsible for contacting the parking vendor directly to obtain the replacement card, and you will be responsible for the fees associated with your replacement card. You must provide your Human Resources department with your replacement card number upon activation.

What if I forget my parking access card?

Anyone who temporarily misplaces or forgets his parking access card for any reason will be responsible for any assessed hourly or daily visitor rates and will not be reimbursed.

My car got broken into. What do I do?

We hope this doesn't happen, but neither the State of Delaware nor the Judicial Branch manages the parking garages or lots. Please contact the City of Wilmington Police Department's non-emergency number at (302) 654-5151.

There is a problem and I cannot access (or exit) the parking garage. What do I do?

January 28, 2019

For any technical issues with your parking access card or parking facilities, you will contact the relevant parking management company (Colonial, Wilmington Parking Authority, etc.) just as you would now.

What do I do on my last day of employment with the Judicial Branch?

If you are enrolled in the JBRRP, it is your responsibility to return your parking access card to your supervisor.

Where can I go to read all the most up-to-date parking policies and procedures?

The JBRRP Policies and Procedures are located on the Judicial Intranet page here:

<https://judicial.state.de.us/aoc/nccchpolicies.aspx>.

Please note that these Policies and Procedures are subject to being updated, amended or modified as needed and may be done without advanced notice, though we will attempt to keep everyone informed of changes.