



Parking Enrollment Form

Judicial Branch Recruitment & Retention Program

Last Name _____

First Name _____

Employee ID _____

State of DE email _____

Work Phone _____

Personal Home / Cell (H) _____ (C) _____

Do you have a Disability License Plate or Placard from the Division of Motor Vehicle?

- No
- Yes, permanent Placard ID # _____
- Yes, temporary Placard ID # _____

Primary Vehicle: Make/Model/Color Tag Number State

Alternate Vehicle: Make/Model/Color Tag Number State

- I am aware that, if I'm enrolled in the Commuter Tax Benefit Program, I have to withdraw by February 15, 2019, in order to participate in the JBRRP starting April 1, 2019.
- I have read and understand the Judicial Branch Parking Policies and Procedures.
- I have attached a copy of my most recent monthly parking statement, which includes my current account number and parking lot information. If the name of the lot is not listed on the statement, please include.

Employee Signature _____

Date _____

Judicial Branch Recruitment and Retention Program (the "JBRRP")

Policies and Procedures

The Judicial Branch is pleased to offer to our employees who work within the City of Wilmington, a parking access card at no cost to you. We understand that the high cost of parking within the City is difficult for many to afford and is significant, particularly when state salaries have not increased in a meaningful way for quite some time. We also understand that parking is an important consideration when employees are considering job options. We very much appreciate your service to the Judicial Branch. And, while this is not a substitute for higher wages, we hope that this will help.

1. Eligibility

The Judicial Branch will provide parking spaces for as many employees as possible. Initially, parking will be provided to all Judicial Branch, full-time, benefit eligible, State of Delaware employees (FTE's) working within the Leonard L. Williams Justice Center at 500 N. King Street in Wilmington (the "Courthouse") or the court offices in the Renaissance Centre, 405 N. King Street in Wilmington who enroll in the JBRRP. Over the next several months, we will work to extend the program to include non-judicial agencies, casual-seasonal employees and interns that fall under the umbrella of the courts upon available funding and parking spaces.

2. Implementation Date

The JBRRP will begin on **April 1, 2019**

3. Criteria

3.1. Designated Parking Areas

The goal of the JBRRP is to provide parking in close proximity to the Courthouse at no cost to the employee. Unfortunately, at present, the covered parking lot attached to the Courthouse (the "Courthouse Parking Garage") cannot accommodate all FTE's 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.
- 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.

3.2. Parking Assignments

Each court will determine appropriate parking assignments for their employees enrolled in the JBRRP based on 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. Additionally, the Judicial Branch will reserve a few parking spaces within the Courthouse Parking Garage for each of the courts located within the Courthouse for state-owned vehicles as appropriate and other court-related needs.

3.3. Existing Parkers

Notwithstanding Section 3.2 above, an employee who has paid for and holds a monthly parking access card at one of the **Designated Parking Areas** prior to the start of the JBRRP on April 1, 2019 will be deemed to be an existing parker (“**Existing Parker**”) and permitted to remain in their current parking location. All **Existing Parkers** who wish to take advantage of the JBRRP benefit **MUST** participate in the enrollment process and will need to obtain a new parking access card from their court’s HR department to be eligible for free parking effective April 1, 2019.

3.4 Review of Parking Assignments

Parking assignments will be reviewed on a regular basis. Employees will be notified by their court’s HR department when spaces that are closer to the Courthouse become available. Parking reassignments will be made according to seniority in the Judicial Branch and according to Section 3.2.

4. Enrollment Process

4.1. Enrollment Forms

Each court shall provide their employees with the enrollment form attached as Exhibit A. Employees wishing to enroll in the JBRRP must complete and return the enrollment form to their court’s HR department **NO LATER THAN FEBRUARY 15, 2019** to be eligible for parking beginning April 1, 2019. Employees may be permitted to enroll in the JBRRP after April 1, 2019 provided that parking spaces are available.

4.2. Program Management and Tracking

The Court Administration and HR Department for each court will work with the AOC to implement the program and share information as needed. The courts shall use a Tracking Sheet to record all necessary information required for the proper administration of the program.

After the program begins on April 1, 2019, 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. Courts will continue to provide to the AOC on a regular basis the information on the Tracking Sheet and other information necessary for proper administration of the program. The AOC will be responsible for making arrangements for payment to the parking lot operators based on the information provided by the courts and these Policies and Procedures.

4.3. Commuter Benefit Program (AsiFlex)

Employees who wish to enroll in the JBRRP may not participate in the State of Delaware's Commuter Benefit Program, administered by ASI Flex. 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.

4.4. Notification of Parking Assignments

Once enrollment is completed, each court's HR department will notify their employees of their parking lot assignment based on the criteria set forth above and shall distribute to each employee the appropriate parking access card no later than March 25, 2019.

4.5. Cancellation of Existing Parking Assignments

Employees who enroll in the JBRRP are responsible for notifying the parking lot operator of their intent to cancel any pre-existing parking arrangement effective April 1, 2019. Employees shall make arrangements to return their parking access card to the parking lot operator on April 1, 2019 and no later than April 8, 2019. Those employees (Existing Parkers) who have paid for and currently hold monthly parking cards at a Designated Parking Area prior to April 1, 2019, will be allowed to retain their current lot assignment. Existing Parkers 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 as provided by Section 3.3. Existing Parkers must return their deactivated parking access cards to the parking lot operator on April 1, 2019 and no later than April 8, 2019 to avoid any lost card charges.

5. Disability Parking

Employees who have been issued a special license plate or parking ID placard for persons with disabilities under Delaware Law or another state's applicable law must provide certification to their court's HR department. Reasonable accommodations will be established on a case-by-case basis and is limited to space availability.

6. Temporarily Misplaced or Forgotten Parking Cards

An employee who temporarily misplaces or forgets his parking card for any reason will be required to pay the hourly or daily visitor rate and will not be reimbursed.

7. Lost, Damaged or Stolen Cards

An employee shall report immediately any lost, damaged or stolen cards to their court's HR department and the parking lot operator and request that the lost, damaged or stolen card shall be deactivated prior to receiving a replacement card. The employee shall make arrangements with the parking lot operator directly to obtain the replacement card and is responsible for the associated fees. The employee shall provide their court's HR department with the replacement card number upon activation.

8. Last Day of Employment with the Judicial Branch

It is the employee's responsibility to return your parking access card to your supervisor.

9. General Policies and Procedures

- 9.1. Neither the Judicial Branch nor the State of Delaware is responsible for damage or theft of a vehicle or the contents of the vehicle.
- 9.2. Neither the Judicial Branch nor the State of Delaware is responsible for personal injury occurring at parking facilities.
- 9.3. Employees shall review and familiarize themselves with the hours and terms of operation in effect at their assigned parking facility.
- 9.4. Employees must provide their vehicle information upon enrollment. Employees shall notify their court's HR department and the parking lot operator of any change in vehicle information.
- 9.5. Parking spaces are not permanent benefits. The JBRRP will be evaluated for approval annually by the Department of Human Resources, the Office of Management and Budget and the Controller General's Office.
- 9.6. Only vehicles permitted to do so under Delaware Law may park in a handicapped parking space. A Handicap placard must be clearly displayed. Reasonable accommodations will be established on a case-by-case basis and is limited to space availability.
- 9.7. Employees enrolled in the JBRRP may only park in the parking lots/garages to which they have been assigned.
- 9.8. Vehicle maintenance or repairs may not be performed in any Designated Parking Area, unless arrangements have been made with the parking lot operator in advance.
- 9.9. Parking access cards or parking locations can be withdrawn or changed at any time as a result of any of the following:
- A. Disciplinary action
 - B. Court-related needs
 - C. Violations of the parking access card Policies and Procedures
 - D. Unsafe driving or parking within the parking facilities or on State of Delaware property
 - E. Elimination of Judicial Branch funding or Judicial Branch authority to operate the program
- 9.10. Parking access cards are non-transferable. Employees may not lend their parking access card to anyone else at any time for any purpose. Employees may not sublet parking privileges under any circumstances.
- 9.11. Employees must follow all rules in effect at the assigned parking facility. Employees may only park in designated parking locations. Employees shall not block entrances, park in spaces for the disabled unless authorized, or obstruct loading/unloading areas.
- 9.12. Failure to adhere to these Policies and Procedures or the rules in effect at the assigned parking facility may result in suspension of the assigned parking card.
- 9.13. Employees should direct questions about the JBRRP to their court's HR department.

9.14. The Judicial Branch reserves the right to amend and/or modify the Policies and Procedures with or without advanced notice. For an up-to-date copy of the Rules and Regulations, please go to <https://judicial.state.de.us/aoc/nccchpolicies.aspx>.

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.

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- 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.

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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?

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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.