

Dear Permit Holder:

As you know, the issue of parking privileges for retirees performing unpaid services for the University has been the object of some discussion. What follows is based on consultation with the Retirees' Association, with Deans, with the Parking Office and within the VP (Operations and Finance) portfolio.

Retirees provide a variety of unpaid contributions to the University, including teaching and thesis direction, research, administration, and other services. These voluntary contributions are of significant benefit to the university community and it is appropriate that retirees not be charged for their parking when providing them.

However, the number of available parking permits is limited. For example, the current waiting list for a surface parking permit is well over 300. At the same time, in the current financial climate, neither Departments nor Deans have the resources to purchase parking for retirees providing unpaid services. The following policy reflects these facts. Its goal is to recognize unpaid service to the University by retirees while maximizing the number of available permits and passes for all.

Revised policy

The policy distinguishes three cases:

- 1) Retirees whose unpaid contributions to the University as defined above require their frequent and regular presence on campus (on the order of three days per week or more) over the entire year may submit a letter to their Dean, AVP (Associate Vice-Principal) or Director in which they provide details of the nature and duration of their presence on campus. If the Dean, AVP or Director is satisfied that the request is valid, he or she will communicate with the Parking Office which will issue without charge an annual parking permit to the retiree. This permit is only for the use of the retiree and is not transferable. This arrangement may be renewed annually.
- 2) Retirees whose unpaid contributions to the University as defined above require less frequent presence on campus (less than three days per week) or more frequent presence over only a part of the year may submit a letter to their Dean, AVP or Director in which they provide details of the nature of their presence on campus and the expected number of days per year on which this presence will be required. If the Dean, AVP or Director is satisfied that the request is valid, he or she will communicate with the Parking Office which will provide the retiree without charge with the appropriate number of daily parking passes. Each pass will carry the retiree's license plate information. The retiree may keep these passes in their vehicle and use them as required. They are for the use only of the retiree and are not transferable. This arrangement may be renewed annually.
- 3) Retirees whose contributions to the University are remunerated will be expected to purchase parking passes in the same fashion as other paid faculty and staff.

This policy will be revised as appropriate in consultation with the Parking Office, the Vice-Principal (Operations and Finance), Deans and the Retirees' Association of Queen's.

Implementation

In order to implement the new policy, and to take account of the fact that not all current permits expire on the same date, retirees wishing to take advantage of the new system are asked to communicate with their Dean, AVP or Director at least one month before expiration of their permit. For example, those whose permit expires in January 2010 should write to their Dean, AVP or Director no later than November 30, 2009, while those whose permit expires in July 2010 should write no later than May 30, 2010.

In writing to the Dean, AVP or Director, please use the following format:

Name of retiree:

Employee number:

Unit or units for which unpaid services are being provided:

Nature of services:

Duration and timing of services:

On receipt of these requests, Deans, AVPs or Directors will consider each case on its merits, possibly request additional information if they see fit, and if they approve the request will forward a recommendation to the Parking Office with a copy to the retiree. The Parking Office will then contact the retiree when the appropriate permit or passes have been prepared. Retirees will have the responsibility of picking these up at the Parking Office.

In the case where a Dean, AVP or Director recommends against provision of a permit or pass, or recommends a permit or pass for a period other than that requested, a reason for the decision will be provided to the retiree.

Retirees wishing to renew their application in subsequent years should contact the appropriate Dean, AVP or Director using the procedures described above.

To cover the case of those retirees who do not currently hold a free permit or pass but who begin to provide an unpaid service to the University, the Retirees' Association and the Parking Office will post a description of the policy on their respective websites.

Sincerely,

Donna Stover
Manager, Parking Office