



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

CITY LOT #3 PARKING POLICY

A. POLICY

All full-time City employees not already assigned a parking spot and working in City Hall or City Hall Commons (hereinafter “Eligible City Employees”) will be placed automatically on the waiting list for a parking spot in City Lot #3 upon being hired.

CSEA bargaining unit members who work in City Hall or City Hall Commons and are required to use their personal vehicles on a daily basis to perform their work duties shall be given preference, along with similarly situated Eligible City Employees, on the waiting list for the next available opening in City Lot #3.

Upon request, the Office of the Mayor may assign parking spots in City Lot #3 by special appointment; to individuals in need of medical accommodations; and to select part-time employees.

Please be aware that downtown residents are permitted, upon enforcement of overnight parking regulations due to inclement weather, to store cars in City Lot #3 from 5 p.m. to 8 a.m. Monday through Friday and from 5 p.m. Friday through 8 a.m. Monday. All such vehicles must be registered with the City of Syracuse.

B. PROCEDURE

A waiting list will be maintained, with Eligible City Employees listed in order by hiring date. When a parking spot becomes available in City Lot #3, the Eligible City Employee highest on the waiting list will be contacted by phone or email if it has been provided. The individual will have 5 business days to accept or reject the parking spot before the spot will be forfeited and offered to the next Eligible City Employee on the waiting list.