

# Covid-19 Furlough & Layoff Parking Process

## Furloughed Employees – Specifically related to COVID-19 (4/17/20)

Parking deductions for all furloughed employees will be suspended beginning April 27, 2020 through July 27, 2020 or until the furlough ends and the employee is recalled to work.

Anticipated Process:

- Human Resources to provide furlough list **with employee ID** by April 27, 2020
- Human Resources to provide updated list of employees scheduled to return to work (on July 27) by **July 20, 2020**
  - Must include employee ID to be processed

Upon receiving complete furlough list, OFMD will follow the below process:

- Stop all payroll deductions beginning April 27, 2020
  - All parking deductions to resume August 1, 2020
- Deactivate all garage parking access beginning April 27, 2020
  - All parking access to be reinstated by July 27, 2020

Employees currently in possession of a surface lot parking permit may keep during the furlough period for immediate use upon returning to work. If an employee does not return after the furlough period, all physical parking permits must be returned to the Facilities Integrated Service Center located at 4550 Scott Ave.

OFMD T&P will maintain a location list to ensure that the employees furloughed will be returned to their current parking location upon return to work.

## Furlough Employees (returning to work before July 27)

Parking deductions for all furloughed employees will be suspended starting April 27, 2020 through July 27, 2020. However, if an employee is required to return to work prior to July 27, 2020 OFMD requires the following:

- Letter or email indicating reinstatement from Department Business Manager or Human Resources sent to [MedParking@wustl.edu](mailto:MedParking@wustl.edu)
  - Letter must include employee name, employee ID, and date returning to work

After notice is received OFMD will re-activate garage access as applicable. If an employee is a current surface lot parker they may resume parking on their assigned lot using their current parking permit hangtag. All parking payroll deductions will resume upon returning to work.

## Employee Lay-offs

If an employee is laid off the parking permit deduction will be stopped on the first day of the month proceeding the layoff. Layoffs should follow the routine exit procedure where university belongings should be collected by their immediate supervisor. This process includes the employees ID badge and parking permit.

- To terminate parking for this group of employee, supervisor or HR should return all physical parking permits to the Facilities Integrated Service Center located at 4550 Scott Ave. by **May 1, 2020**.
  - If an employee is unable to return their permit by this date notice must be sent to [MedParking@wustl.edu](mailto:MedParking@wustl.edu) and other arrangements can be made for the permit to be returned by mail.
  - All unreturned permits will be added to the University Scofflaw List