

Washington Avenue Parking Ramp Validation Policy

I. Purpose

The purpose of this policy is to adhere to the agreement made between the University of Minnesota’s Parking and Transportation Services and the School of Dentistry regarding validation of parking tickets for patients. Parking and Transportation Services has issued stamp validators to the School of Dentistry that allows the patients to receive a discount on parking in the Washington Ave Ramp.

II. Policy

- A. The parking validating machines, issued by Parking and Transportation Services, are to be used for verified patient validations only. If University staff, faculty, residents, or students violate this policy, they will be subject to disciplinary action up to, and including, termination of employment.

- B. Parking validating machines are to be securely locked in a draw or cabinet when the designated employee assigned to the validating machines has left their desk. Leaving a validating machine unattended by the assigned employee, may result in disciplinary action up to, and including, termination of employment.

III. Department/Unit Responsibilities

The School of Dentistry Clinical Systems leadership team members and Human Resources representatives are responsible for maintaining the policy and procedures and communicating the policy and procedures to relevant faculty, staff and students to ensure there is proper usage of the parking validation machines for patients.

Policy Owner:	Human Resources
Approved by:	
Approval Date:	
Effective Date:	
Revision Date:	