



INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Office of the Building

**Parking Policy for  
LAUSD Administrative Headquarters**

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Currently, the District provides parking for full-time employees working at LAUSD Administrative Headquarters. The District reserves the right to implement changes to the parking policy at any time for any reason and without prior notice. Parking is a privilege and is not an employment right. Parking privileges are subject to compliance with this policy and the parking rules and regulations as such may be modified from time to time. Interim parking arrangements may be made for employees at the District's discretion.

## **I. Parking Assignments**

District full-time employees assigned to LAUSD Administrative Headquarters may be assigned parking at one of the locations below or can choose to participate in the LAUSD Transit Subsidy Program (See Section II on page 3 below).

The parking locations below are subject to change from time to time:

- B1: LAUSD Administrative Headquarters Garage (Height: 6'3")**  
333 South Beaudry Avenue (restricted to District employees)
- B2: Pacific Stock Exchange Building Garage (Height: 6'6")**  
233 South Beaudry Avenue
- Visconti: The Visconti Apartments Garage (Height: 7'2")**  
1221 W. Third Street at Boylston (visitor and monthly)
- Huntley: 1159 Huntley Drive**  
(Surface Lot N/E Corner of Miramar and Boylston  
for pre-approved oversized vehicles & overflow visitor parking ONLY)

**NOTE:** All current versions of the forms referred to in this document are available online by clicking here: [Parking Forms & Information](#). The District's *Visitor Parking Policy* is located on this site as well.

**There will be no exceptions to this parking policy without prior approval of the Deputy Superintendent.**

### **A. Parking Assignment Seniority**

Subject to height restrictions and available capacity at each parking facility, parking will be assigned using the following criteria:

1. Based on the Step 5, A-basis pay rate (or equivalent), for each employee's position. Where there are multiple individuals with the same pay rate at the cutoff level and not all can be accommodated, years of service will determine the final assignment.
2. For a limited number of assignments to B1, based on completed full years of service with the District as calculated by the District on or about July 1 of each year.
3. Based on accommodation for physical disabilities.

In addition, Board Members may be entitled to designate certain administrative employees to receive a B1 assignment. District-owned pool cars are assigned to the B2 garage. Reserved parking within B1 is limited and assignments are subject to the approval of the Deputy Superintendent.

Parking assignments for a given parking facility may not be available at any given time and new employees may be given parking assignments at other locations based on availability. The District will make every effort to adhere to the parking assignment policy, but temporary variations may be implemented at the District's sole discretion.

District personnel may be asked to relocate their parking location at any time as a result of implementing this parking policy.

## B. Waiting Lists

Between periodic parking restacks, a new employee assigned to Headquarters or an employee whose position changes, may not receive the appropriate parking facility assignment for their position if space is unavailable in the appropriate parking facility. In these cases, the employee is placed on a waiting list ranked in order of the Step 5, A-basis pay rate. The highest on the list is assigned to the correct parking facility as space becomes available. In addition, a separate waiting list for a B1 parking assignment is maintained based on years of service.

## C. Periodic Parking Restack

Parking assignments for all employees will be reviewed and adjusted to conform to this policy (typically once every year) — including those on any wait lists. At that time, affected employees will be notified in advance, via e-mail, of their new parking assignment.

## D. Parking Assignment Exceptions

There will be **NO** exceptions to this parking policy without written approval of the Deputy Superintendent.

District employees who have special work-related parking needs may complete a *Parking Assignment Exception Request* with the approval of their immediate supervisor and their Senior Leadership Division Head. Special parking needs may entail any non-medical issue where proximity of parking location impacts the efficiency of the individual.

Parking exception requests are considered on a case-by-case basis. To request an exception, follow these steps:

1. Complete the Parking Assignment Exception Request form
2. Obtain all **required** signatures:
  - a. Immediate Supervisor (i.e. Director)
  - b. Senior Leadership Division Head
3. Submit the completed **original** form to the Office of the Building to advance to the Deputy Superintendent for final review and approval

**NOTE:** Incomplete Parking Assignment Exception Request forms will **NOT** be processed.

## E. Parking for Employees with Disabilities

Parking for employees with disabilities is located at each of the parking facilities currently used by the District for Headquarters employees. **Please remain mindful of the height clearance at each parking facility.**

If special accommodations are required for employees with permanent or temporary disabilities, parking may be assigned to B1 or B2 subject to vehicle height limitations and *availability*.

Written approval from the Reasonable Accommodations Unit within the Division of Risk Management as well as, a LAUSD Access Badge Request form must be submitted to the Office of the Building to request special parking assignments.

Employees with disabilities who also receive a transit subsidy are limited to parking in District parking facilities no more than 12 workdays per year. *An employee with disabilities cannot receive both the transit subsidy and parking privileges and must select one. Any employee with disabilities will be removed from the Transit Subsidy Program if said employee parks in any District parking facility more than 12 workdays per year.* See Section II below for additional information.

#### **E. Parking for Consultants and Contract Professionals Located at LAUSD Administrative Headquarters**

All consultants and contract professionals shall pay for parking. Subject to availability and the discretion of the District, consultants and contract professionals may be given the opportunity to park in District parking facilities EXCEPT that no parking will be provided in B1.

The current charge for parking for consultants and contract professionals is \$165.00 per vehicle per month regardless of the location. This amount is subject to change. Consultants and contract professionals must make arrangements and payments for parking through the Office of the Building.

Consultants and contract professionals are not eligible to participate in the Transit Subsidy Program.

New contracts and future contract amendments must provide that parking be paid for by the contract professional.

#### **F. Parking for Interns, Temporary and Temporarily Re-Assigned Employees**

Interns and temporary/substitute employees working full time at LAUSD Administrative Headquarters will be given temporary access to park at one of the District's parking facilities without consideration of pay rates.

When a temporary employee is made permanent, he or she may be relocated to a different District parking facility based on criteria in the parking policy and parking availability.

Interns, part time and temporary employees are not eligible to participate in the Transit Subsidy Program.

#### **G. Beaudry Based Employee Parking at Visitor Locations**

Employees working in the LAUSD Administrative Headquarters building must park at his or her assigned location. Unless directed by Security or the Office of the Building, employees are NOT authorized to park at any District visitor parking locations.

If an employee parks at any District visitor parking location, the employee may be required to pay for parking. In the case of lost, misplaced, or disabled badges, the employee should continue to park in his or her assigned parking structure by pulling a parking ticket and obtaining validation from the Office of the

Building or, in the case of B1, by obtaining access through Security. District employees having problems with equipment or badges should contact the Office of the Building immediately after arriving at Headquarters.

An employee may be directed to other parking facilities if his or her assigned parking facility is full.

**NOTE:** Due to the limited availability of visitor parking, unauthorized District employees, consultants or contract employees who park in visitor parking and obtain District validations *will be subject to progressive discipline, including removal of parking privileges, parking fines of \$25 per violation and the towing of their cars.*

Department heads are expected to monitor and control the issuance of all validation stickers and are required to sign off on visitor validation logs and the Parking Validation Book Request form.

## H. Disabling Access to Parking for Non-Use

Parking will be removed from badge access cards if an employee does not access his or her assigned parking facility for more than **45 consecutive calendar days** without notice. If reactivation is required, or if an extended leave is planned, please contact the Office of the Building.

**NOTE:** An employee's original parking assignment may not be available upon return.

## I. After Hours Parking in B1

Employees holding a valid Headquarters photo access badge may enter the B1 garage between 4:00 P.M. and 1:00 A.M. weekdays, and all day weekends and holidays, regardless of the parking facility assigned.

Employees using B1 for after-hours parking must exit the garage prior to 6:00 A.M. the following District workday. Violators will be subject to the penalties outlined in Section V below.

## J. Extended Overnight Parking

A vehicle may not park in any District parking facility for more than 24 consecutive hours. Any vehicle parked in any District parking facility in excess of 24 consecutive hours may be towed at the expense of the owner of the vehicle. District-owned vehicles may park at any parking facility designated by the District for an indefinite period of time. If your vehicle is broken down and cannot be moved, please notify the Office of the Building immediately.

## II. LAUSD Transit Subsidy Program

The Transit Subsidy Program is a District program that is offered to Beaudry based LAUSD employees who select to use alternate modes of transportation (i.e. riding the bus or train, walking or biking, carpooling with other District employees or workers in nearby businesses) instead of accepting a parking assignment.

The program serves two main purposes – it supports the City of Los Angeles' effort to reduce traffic congestion and vehicle emissions, as well as reduces costs for District paid employee parking.

Eligible employees must apply and qualify for the Transit Subsidy Program. Those approved for the program receive a \$40 per month subsidy paid via the LAUSD Payroll Division as part of the employee's regular compensation (12 times per year).

Program participants that utilize mass transit (bus and/or train) to travel to work, and can provide receipts, receive a \$40 per month tax-exempt subsidy payment. Program participants that do not utilize mass transit to travel to work receive a \$40 per month taxable subsidy payment.

**Consultants, interns, part time, or temporary employees, are NOT eligible for the Transit Subsidy Program.**

**NOTE: Subsidy amounts and policies are subject to change.** To apply for the Transit Subsidy Program, complete the Transit Subsidy Program Request form available on the Office of the Building website.

### **A. Employees that Carpool**

Employees that register with the Office of the Building as carpoolers may participate in the Transit Subsidy Program.

Only the designated carpool driver will receive a parking assignment in B1, B2 or Visconti depending on his or her pay scale and parking availability. All others parties of the carpool can receive a subsidy, but will NOT receive a parking assignment.

Employees in the Transit Subsidy Program who are not designated carpool drivers may park 12 workdays per calendar year at the Visconti visitor garage. Validations are *only* available at the Office of the Building.

***Departments are not allowed to validate parking for employees in the Transit Subsidy Program.***

Employees in the Transit Subsidy Program who require special parking accommodation must contact the Office of the Building prior to parking. Any parking accommodations provided will count towards the 12 workdays per calendar year allotment. After an employee has parked 12 workdays in any District parking facility, that employee must either withdraw from the Transit Subsidy Program or, if the employee elects to stay in the Transit Subsidy Program, find a non-DISTRICT parking facility and pay for his or her own parking. They are NOT to use District parking. For more information on the Transit Subsidy Program, please review the Transit Subsidy Program Guidelines and Requirements found on the Office of the Building website.

### **III. Reconciliation of Department Personnel Database**

The Office of the Building conducts periodic surveys of each department to verify current District employee information. Verification data requested may include name, position and salary grade, location (floor, cubicle or office number), phone number, email, directors, department (including division, branch, unit), vehicle information and status. Receiving timely and accurate data is critical to parking and fire, life, and safety procedures.

**This information must be provided to the Office of the Building within one week of each request. Failure to provide requested information could result in disruption of parking privileges.**

To notify the Office of the Building of staff changes, please complete an “Information Update Form” available at the Office of the Building website.

#### **IV. Electric Vehicle (EV) Charging**

Currently, Headquarters parking facilities are **NOT** equipped with EV charging stations. It remains the vehicle owner’s primary responsibility to adequately charge his or her personal vehicle offsite.

**Unauthorized use of District power for electric vehicle charging is subject to loss of parking privileges and a \$50 fine per incident.**

When possible, and on an emergency basis only, the Office of the Building may accommodate electric vehicle (EV) charging subject to the payment of a usage fee (See Bulletin 6430, Electric Vehicle Charging, for additional information). For emergencies, individuals must contact the Office of the Building prior to electric vehicle charging.

#### **V. Violations of Parking Policy, the Transit Subsidy and Validation Programs**

Adherence to this policy, as well as established parking rules and regulations, is essential for maintaining well-organized and safe parking for every District employee.

**Failure to follow the parking policy may result in a \$25 fine for the first offense, \$50 for the second offense and \$100 for the third and any subsequent offenses.**

**In addition, any violations may result in the termination of parking privileges, vehicle towing at the expense of the vehicle owner, and other disciplinary action. The fine for unauthorized vehicle charging is \$50 and potential loss of parking privileges.**

Please contact the Office of the Building at 213-241-1320 if you have any questions concerning LAUSD Administrative Headquarters parking policies.

**Related Resource:**

LAUSD Headquarters Parking Rules and Regulations