

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND



CLERK'S OFFICE
EMPLOYEE PARKING POLICY

November 2023

A. Introduction

The Clerk's Office Employee Parking Policy for the United States District Court for the District of Maryland details the authorities, rules, and procedures relating to the Employee Parking Program provided by the Clerk's Office to those employees who are approved for participation.

B. Program Authority and Administration

The Parking Program is authorized by the United States District Court for the District of Maryland in conjunction with the Procurement Management Division (PMD) of the Administrative Office, which supplies a special delegation procurement authority. This program is subject to the availability of funds, may vary year to year, and may be discontinued at any time.

The duties relating to the administration of this program are the responsibility of the Procurement Department.

C. Program Rules and Regulations

The Parking Program is administered in the form of a daily parking pass provided to employees approved to participate in the program. This parking pass provides access to local Non-General Services Administration commercial parking spaces.

Parking passes are to be used solely by the authorized pass holder for the primary purpose of commuting to and from the Baltimore Courthouse or other official purposes of the Court. Parking passes may not be transferred or used by any other individual unless authorized by the Clerk of Court or designee. Failure to comply with parking policy rules and regulations may result in adverse action including the termination of participation in the program. Additionally, pass holders will be required to reimburse the Court for costs incurred for any unauthorized purposes (e.g. using parking pass for personal benefit, etc.).

Pass holders should enter the parking garage each workday by 10:00am. Pass holders planning to arrive after 10:00am should request parking at the courthouse via the Courthouse Services Management System (CSMS). This arrival time is not applicable in the event of a delayed opening occurring after 10:00am.

Parking passes do not include "in/out privileges", therefore, pass holders should not exit the garage until the completion of their workday. Additionally, pass holders should exit the parking garage no later than 12 hours after arriving. The garage shall not be utilized to store pass holder vehicles overnight. Passholders requiring "in/out privileges" or parking beyond 12 hours should request parking at the courthouse via CSMS.

Parking passes are for weekdays only and may not be utilized on weekends or holidays absent approval from the Clerk of Court or designee. Passholders requiring parking on a weekend

should request parking at the courthouse via CSMS.¹

D. Eligibility and Enrollment

To be eligible for participation in the program, an individual must be an employee of the Clerk's Office or chambers whose permanent duty station is located at the Baltimore Courthouse and who regularly commutes by motor vehicle. Employees will not be eligible to receive transit subsidy while participating in this program. Final approval to participate in the program is at the discretion of the Clerk of Court or designee.

E. Enrollment

To enroll in the program, an eligible employee must complete the Employee Parking Program Enrollment Form and submit it to the Human Resources Department.

Employees must submit this form at least two weeks prior to their anticipated start date, subject to the date of enrollment approval as well as the existing availability of local parking spaces.

F. Withdrawal

An employee who wishes to withdraw from the program must immediately notify the Procurement Department, in writing.

A pass holder who no longer meets the participation requirements must immediately notify the Procurement Department, in writing.

The Clerk reserves the right to monitor usage to determine continued eligibility.

G. Assumption of Risk

Parking in the parking facility is subject to the agreed contractual terms with the approved vendor. By parking in the provided spaces and otherwise using the parking facility, employees assume all risk of loss or damage to property and all risk of personal injury, including but not limited to death, attributable to any cause other than the gross negligence or unlawful conduct of the parking facility or any other operator of the facility. The parking facility, its affiliates, and employees shall not be responsible or liable for loss of damages by reason of fire, theft, collision, or any other cause to parked automobiles or contents, provided no unlawful act of the parking facility resulted in the loss of damages.

¹ Employees authorized to perform emergency onsite duties on a weekend may park at the courthouse without an advance reservation in CSMS by approaching the parking horseshoe entrance and using the intercom system to identify themselves to the court security officers.