

## **Saskatchewan Rivers School Division No. 119 Policy Manual**

**Policy Name:** Staff Parking and Plug-ins  
**Policy Type:** Employees  
Number: 3060  
Date Approved: November 28, 2005; November 5, 2007  
Legal Reference:

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Where possible, the Board of Education will provide parking facilities and plug-ins for staff.

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### ADMINISTRATIVE PROCEDURES

1. Staff parking and plug-ins shall be assigned by the principal. The principal shall provide the Human Resources Department with a list of employees who are assigned a stall by November 5<sup>th</sup>.
2. Employees using a parking stall equipped with a plug-in shall be required to pay a fee which will be determined annually. The fee will be collected by deducting equal amounts from each employee's monthly or bi-monthly pay cheque starting in November of each year.
3. Surplus stalls may be made available to students on a first come basis.
4. Plug-ins are intended for block heaters only. Only one vehicle per outlet is permitted.