

City of Los Angeles

CALIFORNIA



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PERSONNEL DEPARTMENT
EMPLOYEE BENEFITS DIVISION
200 NORTH SPRING STREET
CITY HALL, ROOM 867
LOS ANGELES, CA 90012

Date: May 20, 2004
To: All Employees with Parking Permits/Keycards
From: The Joint Labor-Management Committee on Commute Options and Parking
Subject: THREE MONTH REFUND POLICY

At a meeting of the Joint Labor Management Committee held on March 8, 2004, a parking refund policy limiting refunds to three months was approved. This policy is now in effect.

In the past, there has been no formal policy that set limits on the refund time frame. More recently, there had been an unwritten policy adopted by the Personnel Department, Employee Benefits Division, Commute Options and Parking Section (COPS) to limit refunds to a maximum of two years. This two-year refund policy has presented many problems in relation to employees' W-2 wages. Parking deductions are now taken on a pre-tax basis, therefore, any refunds that cross a tax year require the employee to refile income taxes and requires the City to issue a new W-2 form. This causes far too many administrative problems as well as problems for individual employees. If the error in parking deduction is the fault of the staff of the Commute Options and Parking Section, then there will be no limit on the time for refunds. However, if an employee fails to notify the Commute Options and Parking Section of a problem with a deduction or neglects to return a parking pass, refunds of greater than three months will no longer be granted.

It is the responsibility of employees to provide written notification to the Commute Options and Parking Section when their permits have expired and to return their permits/keycards to COPS so that deductions can cease. Employees must also return permits/keycards that have not expired when they are off work such as when they are on maternity leave or IOD. If the permits/keycards are not returned, then there will be no refunds granted. Please see the parking rules at <http://www.lacity.org/per/commuter.htm> for more specific rules.

The three-month maximum refund policy also applies to persons with home-garaged vehicles or motorcycles. In most cases, there are no permits issued to employees who have this privilege but they must pay a monthly charge. It is the responsibility of these employees to give written notification to COPS when they no longer are assigned take-home vehicles or motorcycles so that deductions can be discontinued.

If there are any questions regarding this policy, please contact the Commute Options and Parking Section at 213 978-1655.

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