



## Campus Parking Policy for Contractor Personnel

### Contractor Employee Parking Permits

- A contractor requesting a parking permit will be required to submit to the Executive Officer or his/her designee, a memorandum on official company letterhead containing the following information: (a) Contractor Employee Name; (b) Contractor's Company Name; (c) NIH Project Officer Name and Telephone Number, (d) Duration of Appointment; (e) Specific Work Location (Building/Room); (f) Work Schedule and Times; (g) Number of Hours Per Week; (h) Telephone Numbers (Company and NIH); and (i) Brief Summary of Contractor's Assignment/ Duties.
- Once this memorandum has been received by the Executive Officer or his/her designee, Form NIH 2788-2 "Request for Campus Parking Permit for Contract Employees" must be completed and provided to the contractor employee. This form, attached with the memorandum from the contractor requesting a parking permit, must be brought to the ETSO office for review and final authorization. For clarification purposes, only those contractors who have a full-time permanent duty station, are assigned office space at NIH, and regularly reports to that location for a specific task (e.g., Occupational Medical Services, Custodial Services, Food Services, Guard Services, Credit Union, SAIC, Parking/Shuttle Services, Information Technology) will be issued a parking permit.
- A Contractor Employee who is assigned to an construction trailer that is being used as an office, must meet the requirements as listed above for a full-time permanent duty station.
- When renewing a contractor parking permit, the above procedures must be adhered to.
- Contractors must appear in person at the NIH Parking Office to obtain NIH Parking Permits.
- NIH Contractor Employee Parking Permits that expire annually will be issued to those contractors meeting all eligibility requirements.

### Contractor Employee Parking Location

- Contractor employees with a Contractor Employee Parking Permit will park at lots authorized for NIH General Parking Permits.
- There will be no parking of personal vehicles at or near authorized construction trailer sites or staging

areas. Areas within these locations that are suitable for parking will be converted to NIH General Parking Permit areas by the ETSO.

- Personal vehicles parked in construction trailer sites or staging areas without authorization from the ETSO will be issued citations and be removed, via towing, at the owners expense.

### Penalties

Penalties for violation(s) of this policy will be in accordance with the established procedures as set forth in Manual Issuance, #1410 - Parking and as outlined in Title 45 CFR.

### Definitions:

**Authorizing Official:** For purposes of this policy, the Executive Officer or his/her designee, who is authorized to allow a contractor employee to obtain an NIH Identification Card and official NIH Parking Permit. This applies to new issue and renewal identification cards and parking permits.

**Contractor Employee:** For purposes of this policy, a contractor employee is any individual who has a fulltime permanent duty station and is assigned space at NIH and regularly reports to that location for a specific task (e.g., Occupational Medical Services, Custodial Services, Food Services, Guard Services, Credit Union, SAIC, Parking/Shuttle Services Supervisory Staff, Information Technology).

**Construction Contractor:** Any person, who is not an NIH employee but is hired to perform construction work on the NIH enclave. A construction contractor may be one individual or a group of individuals employed by a construction company, assigned to a project at the NIH. Construction contractors may not receive an NIH Parking Permit. Construction contractors are required to park in a visitors parking lot and pay the appropriate fees.

**Construction Trailer:** For purposes of this contractor parking permit policy, a construction trailer containing office space and not used for storage, is considered a building.

**Employee Transportation Services Office (ETSO):** Office responsible for final review and approval of official NIH Contractor Parking Permits.