

# Facilities Ancillary Services Best Practice

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## Nanaimo Campus - Gold Parking Issuance

### INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to ensure that the proper protocol is followed regarding issuing of Gold Parking Permits.

### Purpose of Issuing a Gold Pass to Employees

- These passes are issued upon request to employees who:
  - Are required for VIU business purposes to use their personal vehicle on a frequent basis. Frequent in this context would be averaging two or more days per work week.
  - Have purchased an employee pass.

### Gold Pass Benefits

- Additional to benefits provided by an Employee Parking Pass, a Gold Parking Pass allows the owner to park in any Nanaimo parking spot with the exception of the Disability Parking Spots that require a government issued disability parking pass.

### Preapproved VIU Positions that can request a Gold Pass

- President, Vice Presidents, Associate Vice Presidents, Director of Facilities and Campus Development, Art Technician.
- The above can take their employee parking pass to the Executive Assistant to the CFO and VP Administration and “trade” for the Gold Pass.

### Preapproved Board Positions that Receive a Gold Pass

Note – an employee or a student that is sitting on one of the below Boards are NOT issued passes!

- Board of Governors, including the Chancellor (approx. 9 passes per year)
- Alumni Board (approx. 11 passes per year)
- Foundation Board (approx. 21 passes per year)
- VIU High School Board (approx. 3 passes per year)
- Capital Campaign Board (approx. 6 passes per year)

### Process to be Approved to trade for a Gold Pass

- Employee submits business case, outlining why they need to be conducting VIU business using their personal vehicle on average two or more times per week, to their Director or Dean for support.
- If supported, Dean forwards the request to the AVP of Facilities and Ancillary Services (AVPFAS) for final approval.
- When requested by Human Resources to assist employees returning to work after a leave request, this will go to the AVPFAS.
- AVPFAS reviews and:
  - If approved sends approval notice to the Executive Assistant to the CFO and VP Administration and copies the applicant. The applicant then contacts the Executive Assistant to have the pass changed from an Employee parking pass to a Gold parking pass. This information is updated in the LPR system (License Plate Recognition System) through the Facilities Services Office.
  - If not approved, a notice is sent advising the applicant.

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### Tracking

- The Executive Assistant to the CFO and VP Administration maintains records of employees approved to request a Gold Pass and tracks the employee pass numbers against the Gold Card issued.