
PURPOSE

To provide a protocol for the Bureau of Organizational Services (BOS) to monitor vacancies and assign parking lot locations.

The BOS will monitor and assign parking spaces in the following parking lot locations:

- Lewis Cass Building – Executive Lot – 42 parking spots
- South Grand – 135 parking spots

The Department of Management and Budget (DTMB) will maintain oversight and direction over the parking lots, which includes any fees that are required for parking.

POLICY

All Michigan Department of Health and Human Services (MDHHS) 17 level civil service designated positions (and above) will be eligible for a parking assignment in the above lots upon request. The parking spot remains with the position, so for example if the 17 level and above position(s) is vacant, the parking assignment remains vacant.

Parking spaces revert to the parking space available listing for any abolished 17 level and above positions.

Administrative deputy directors who attend meetings will have reserved parking spaces available.

State Executive Management Assistant (SEMA) positions that report to the deputies will be eligible for parking assignments.

Department service vehicle will have reserved parking spaces.

Parking in these specific lots is only available to those staff with official work locations located in the South Grand Building – South Grand Lot.

The Bureau of Organizational Services monitors the parking spot vacancies for both Cass and South Grand lots for below the 17 level for any future vacant parking assignments. State employee seniority hours determine parking assignments.

Exceptions to this policy are subject to the approval of the Senior Deputy Director of Financial Operations and the director and/or the chief deputy director for the department.

**LANSING MOTOR
POOL PARKING****Lansing Downtown Motor Pool**

Drivers may to park one personal vehicle in the motor pool. If multiple drivers are carpooling, the other employees must park off site and may not park in the Hall of Justice ramp.

Lansing Secondary Motor Pool

Drivers are to park their personal vehicle within the fenced in motor pool area. If multiple drivers are carpooling, the other employees can park within the fenced in area or the spots just outside the motor pool parking area. Parking located in front of vehicle and travel services (VTS) garage is reserved for staff and visitors.

CONTACT

For more information, contact the Bureau of Organizational Services.