

HAMILTON HEALTH SCIENCES
Parking Policy and Procedures
Residents & Fellows
2024-2025

Background

Residents/Fellows are a part of the Postgraduate Medical Program of the Faculty of Health Sciences at McMaster University.

As Postgraduate physicians, Residents/Fellows may rotate around the various Hamilton Hospital sites as part of their training. Residents/Fellows have the convenience of purchasing parking privileges for the participating hospitals.

Administration

HHSVA administers the Residents/Fellow's parking on behalf of the participating hospitals within Hamilton Health Sciences.

Residents/Fellows' parking transactions are administered through the HHSVA Parking Services McMaster Hospital (MUMC) parking office located in the Main Garage Rm. #1PG1, Red section. Transponder inquiries are handled Monday to Friday from 8 a.m. to 4:00 p.m.

Permits/Transponders

Residents/Fellows have a one-year work term and are issued with a 12-month parking permit (St. Peter's Hospital) and transponder (MUMC/JHCC/General/UCC), effective from July 1st to June 30th of the following year. **Permits and Transponders are Non-Transferable.** The \$40.00 transponder fee is non-refundable. Any and all replacements are subject to a replacement fee of \$40 (non-refundable).

A transponder is a device that attaches to your windshield allowing you access to pre-determined parking lots. Failure to display the transponder will result in the payment of the posted daily fees. **There is no re-imbusement for those parking charges.**

The transponder entitles the bearer to park at the following sites in these designated lots:

Hamilton Health Sciences – General

Victoria Street Ramp-**except for levels A, B and F** which are reserved for PATIENTS ONLY

Hamilton Health Sciences - Juravinski

Concession Street Ramp **with exception of spaces reserved for Patients ONLY**

Hamilton Health Sciences - McMaster

Underground Visitor's Garage-**except for rows 2 Red and 2 Yellow and 3 Red and 3 Yellow** which are reserved for PATIENTS ONLY

St. Peter's
Urgent Care Center

St. Peter's lot – Hang Tag
Staff Lot (entrance off Main St. West)

Please note that all HHS sites with an exception of St. Peter's (hanging pass required) are fully operational for transponder use

Reciprocal access to St. Joseph's Healthcare is provided in Ramp 3 (left off James St. South):

- Resident/Fellow assigned HHS parking transponder **must** register with St. Joe's parking office with a copy of HHS Parking application and a confirmation of paid parking fees in order to receive reciprocal access at St. Joseph's Healthcare Hamilton
 - Parking access at West 5th campus is based on programming of an active employee ID badge
 - If parking at West 5th Campus is required HHS employees will need to attend to the parking office either at West 5th or Charlton to have their id programmed
 - If not an HHS ID badge holder, parker will be will be required to purchase one from the SJHH Parking Office
 - The Parking Office at West 5th is located on Level 1, down the hall from the Security Office, Rm. D160A
 - The Parking Office at Charlton is located on Level 1, Juravinski Tower, Rm. T2317 beside the Library

It is the responsibility of the Residents/Fellows to keep the parking office informed of any personal or vehicles changes.

The hospitals are not obligated and are unable to accommodate oversized vehicles. Vehicles must be able to park in the designated parking lots (e.g. Underground parking at MUMC, height restriction 6'2").

Permit/Transponder Issue:

Parking Permits and transponders are available from the McMaster Hospital (MUMC) parking office, Rm. #1PG1 Monday to Friday 8 a.m. to 4:00 p.m.

To receive a parking permit/transponder, Residents/Fellows must:

- Identify themselves to the Parking Office staff, as a Resident or a Fellow.
- **Present valid Hamilton Health Sciences photo identification.**
(Student cards, personal identification, driver's license etc., will not be accepted).
- Complete a parking application form at the MUMC parking office.
 - Including vehicle description and license plate numbers
- Pick up transponder (and St. Peter's permit if needed) in person from the MUMC parking office.
- Provide a \$40.00 **non-refundable purchase fee** for transponder.
- Clearly indicate method of payment.
 - If choosing Payroll deduction for monthly fees employee ID number (not student number) must be provided prior to parking activation. This information is available either from employee's pay stub or HR Department

Transponders and Permits are non-transferable

Failure to abide by the parking policies and guidelines of the respective participating hospitals may result in the suspension or termination of parking privileges at one or multiple sites.

Rates and Payment Options:

The 2024/2025 parking rate is \$**1380.00** per year.

Payments can be made by:

- payroll deduction monthly (where qualified), or
- monthly automatic credit card payments, or
 - Credit Card to be presented in Parking Office at the time of a sign-up
- monthly automatic debit payments (EFT)
 - Void Check to be presented in Parking Office at the time of a sign-up

Depending on funding sources:

Ministry of Health funded Residents/Fellows qualify for payroll deduction of \$**115.00** per month from July 2024 to June 2025. *Alternate payment plans are not available to Residents/Fellows who qualify for payroll deduction payments.*

Outside of the Ministry of Health Funded Residents/Fellows: Monthly cost is the same as outlined above. Three payment plans have been outlined below:

- Payments can be made in a one-time installment, or
- Monthly automatic credit card payment,

- Credit Card to be presented in Parking Office at the time of a sign-up
- *When parking at HHS is no longer needed please ensure to inform Parking Office to **cancel your privileges to avoid continuation of charges***
- Monthly automatic debit payment (EFT)
 - Void Check to be presented in Parking Office at the time of a sign-up
 - *When parking at HHS is no longer needed please ensure to inform Parking Office to **cancel your privileges to avoid continuation charges***

*** Failure to keep account in good standing will result in the suspension of parking privileges.

Parking rates are subject to change without prior notice.

Permanent Cancellation

Parking services will process cancellation **immediately**, once verified that the account is in good standing.

It must be understood that this process deals with only those Residents and Clinical Fellows that will not require parking again in the current academic year.

Parking privileges will not be reinstated until requested in the following academic year, to those who have previously stated/requested to have their parking access permanently cancelled.

Suspension of parking privileges and Credit card/EFT payment:

Out-of-town elective:

In recognition of the requirements of the program Residents/Fellows 'account may be adjusted for time spent on an **out-of-town elective**. Such elective is verified based on the Residents Rotation Roster, generated by the Postgraduates Education Program. To receive a credit for parking, your program must request an interruption or temporary suspension of your parking privileges on your behalf.

This request must be in writing outlining the dates of the elective and forwarded to the attention of the Parking Manager, HHSVA Parking Office MUMC Rm. #1PG1 or emailed to parkingoffice@hhsc.ca , at least two weeks before the initiation of interrupted service.

Retrospective requests for credits from electives will not be accepted.

With the exception of medical leaves, credits/adjustments are **not** made for other absences such as vacations, holidays or personal leaves.

Credits/adjustments are made on a pro-rating basis, for full or half months only (1st to 31st, 1st to 15th; 16th to 31st). No other pro-rating credits/adjustments will be made.

Suspensions and Cancellation Process

All Residents/Follows are required to visit or contact the McMaster Hospital (MUMC) parking office:

- a) in person (Main garage red section, room 1PG1), or
- b) By email: parkingoffice@hhsc.ca, or

Suspensions/Cancellations will not be permitted/processed if received over the phone.

Refunds:

Refund cheques *are*:

- *Issued by HHSVA Parking Services.*
- *may take anytime between four to six weeks to be received by the Resident/Fellow*
- *Cheques will be forwarded to an updated address provided upon cancellation of parking privileges.*

Resources:

The Postgraduate Program of the Faculty of Health Sciences produces a Rotation Roster of Residents/Fellows on a monthly basis. This list identifies the postgraduates and their rotation, including electives for that month.

Updates:

Policies and procedures are subject to change without prior notice.

Postgraduate Office Contact:

Michael DeGroot Bldg
Rm #3113 x. 22118 x. 22719

HHSVA Parking Services McMaster Children's Hospital Parking Office:

Helder Couto
Parking Manager
Room 1PG1 x. **76157**