1. **PARKING AND PARKING METERS:**

   A. Parking is available at several on-campus and off-campus sites with Shuttle Bus service provided. Contact the MUSC Department of Parking Management (792-3665) for availability and rates.

   B. Employees are to park their vehicles before swiping in (clock in) for work and are to swipe out (clock out) before going to their vehicle at the end of the work shift. It is not permitted to drive a vehicle to an area near the clock location, swipe in, and then move the vehicle to a parking space. It is also not permitted to move a personal vehicle to a location near the clock location, swipe out, and then leave. Personal vehicles are not to be driven while “on the clock”.

   C. On-street parking often requires the use of a parking meter. Putting money into a parking meter, at a time other than during an employee’s scheduled thirty (30) minute lunch break is not authorized and may subject an employee to disciplinary action up to and including termination.

   D. If an Employee is personally issued a “Handicap Parking Permit” he must notify his or her supervisor to insure that his/her place of work does not complicate the conditions for which the permit was issued. Abuse or misuse of handicapped placards or decals in order to gain a parking space while in a work status is considered “improper conduct that is unbecoming a state employee”. In addition, the unauthorized use of a “Handicap Parking Permit” is a violation of SC State Law and MUSC parking regulations and may subject an employee to disciplinary action up to and including termination as well as fines.

   E. Employees who are “on the clock” are not to park in patient or visitor parking areas. When an employee is “off the clock” and a patient or visiting a patient, parking in these areas is permissible.

   F. Abuse of parking policies and regulations will subject an employee to disciplinary action up to and including termination.