

December 9, 2022

On January 3, 2023, the new parking garage will be open for employees, patients and visitors. The garage features covered parking (rooftop exception), security patrol, cameras on all levels and in stairwells, blue light emergency notification stations, and electric vehicle charging stations. The garage elevator will be operational several weeks after the garage opens. In the interim, those with government-issued handicapped accessible permits can receive assistance with parking from the valet at the Hospital's main entrance.

Beginning in the New Year, Montefiore Nyack employees can self-park in the garage for a monthly fee payable by a post-tax deduction through payroll. To sign up for garage parking, each employee must complete the enclosed form, which will also be available at the Security office and on the employee portal section of the hospital website.

Employees should email the completed form to [security@montefiorennyack.org](mailto:security@montefiorennyack.org), using the subject line **Parking Garage Request**. It can also be delivered via interoffice to the Security Office. Forms must be received by Security no later than December 27, 2022, for permit access beginning in January 2023. The fee for the permit will be deducted from the 2nd payroll each month starting in January 2023.

The payroll deduction for the parking permit will renew monthly until the employee completes the cancellation section on the Parking Garage Request form and emails it to [security@montefiorennyack.org](mailto:security@montefiorennyack.org) or drops it off at Security. Any cancellation request will be effective the following month, provided the form is received five days before the end of the current month.

The fee structure is below, and a list of FAQs is enclosed to help answer any questions you may have.

## **Daytime Parking Rates 7:30 a.m. – 7:00 p.m.**

Full-Time: \$70 a month

Part-Time and Per Diem: \$30 a month

**Evening Parking Rate 2:00 p.m. to Midnight** \$20 a month

**Nighttime Parking Rates 11:00 p.m. to 7:30 a.m.** No Charge \*

**Weekend Parking Rate** No Charge\*

\* Night and weekend employees must complete a Parking Garage Request form to access the garage. There will be no payroll deduction required as there is no charge for parking during these times. A charge will be incurred without a permit, as the parking garage kiosk will issue a ticket to enter the garage.

The Rte. 9W lot is available to employees at no cost for self-parking in marked spots only. There will be no valet service at this lot. The shuttle will continue to run from the 9W lot on weekdays between 6:00 a.m. and 8:00 p.m. Cars illegally parked will be towed. Temple parking will no longer be available to hospital employees after December 31, 2022.

## **EMPLOYEE PARKING GARAGE FAQ's**

### **Where can employees park?**

The hospital parking garage is available to employees for a monthly fee paid through a post-tax payroll deduction. There are no assigned spots in the garage. The Rte. 9W lot adjacent to the cemetery is free of charge for employees. Shuttle Service from this lot will only be available from 6:00 am to 8:00 pm M-F.

### **What are the fees for garage parking?**

#### **Daytime Parking Rates 7:30 a.m. – 7:00 p.m.**

Full Time \$70 a month

Part-Time and Per Diem \$30 a month

#### **Evening Parking Rate 2:00 p.m. to Midnight \$20 a month**

#### **Nighttime Parking Rates 11:00 p.m. to 7:30 a.m. No Charge \***

#### **Weekend Parking Rate No Charge \***

\* Night and weekend employees must complete a Parking Garage Request form to access the garage. There will be no payroll deduction required as there is no charge for parking during these times. A charge will be incurred without a permit, as the gate meter will issue a ticket to enter the garage.

### **What if my work schedule does not fit into these hours or if I work a double shift?**

If your work hours do not fit into the schedules listed above, or if you work a double shift, you will not be charged for any additional time. Any overage in parking hours will be adjusted electronically.

### **How do I sign up for parking garage access?**

Parking garage forms are available at the Security office on the ground floor and on the employee portal on the hospital website. The portal can be accessed on the bottom of the main page using your employee id number as the login and your last name as your password.

Please return the completed form to [security@montefiorenyack.org](mailto:security@montefiorenyack.org) with the subject line **Parking Garage Request** or deliver it to the Security Office.

Permit requests are processed on the Wednesday of a non-payroll week. The payroll deduction for the parking permit will renew monthly until the employee completes the cancellation section on the Parking Garage Request form and delivers it to the Security office or emails it to [security@montefiorenyack.org](mailto:security@montefiorenyack.org). Any cancellation request will be effective the following month, provided the form is received five days before the end of the current month.

### **Can I cancel my permit in the middle of a month?**

Garage access is a monthly commitment, and cancellation takes effect at the end of the month regardless of reason: separation of employment, voluntary or involuntary. No credit will be issued for unused parking days.

### **Can I leave the garage during the day and return the same day without incurring an additional daily charge?**

Employee garage permit holders can leave and return to the garage at any time during their permitted parking time. Day rate (non-permit) parkers must have their ticket validated by Security to avoid incurring additional charges for entering and exiting multiple times during parking.

**How do I gain access to the garage?**

A license plate reader will open the gate when you pull up to the entrance. If you are using a different car or the reader cannot read your plate, you can use your hospital ID badge on the gate meter to gain entrance.

**Can I register multiple vehicles with different plate numbers?**

No, employees can only register one license plate number. If you are driving a different vehicle, you can use your employee ID to gain access.

**If I decide to park in the garage for one day during bad weather or another reason, will I be charged a daily rate?**

Yes, if you do not have a parking garage permit, you will need to take a ticket at the gate and pay the total visitor rate at one of the payment kiosks for the time you have parked in the garage.

**Non-permit parking rates**

Less than Two hours	\$5.00
Two to Four hours	\$7.00
Four to 24 hours	\$10.00