



## Administrative Office of the Courts PARKING POLICY

### Parking Assignment Determination:

- All AOC parking spaces (except for those assigned to the Director and Deputy Director of the AOC) are assigned according to AOC seniority.
- Seniority is determined according to hire date at the AOC.
- Every effort will be made to assign specific spaces based on an eligible employee's request, however, assigned spaces are not permanent and may be subject to change due to the size of employee vehicle, changes to the Building Parking Committee Policy, or other unforeseen reasons.
- An employee who is assigned a parking space based on seniority, but finds that he or she does not need the space (e.g., because he or she gets a ride to work or comes in a van pool), will share the spot with the next employee eligible to receive a parking space. If the more senior employee finds that he or she will need to use the parking space, either permanently or temporarily, the employee must notify the "guest" (the employee who has been sharing the parking space). The guest will revert to the list of those awaiting parking and will be assigned a space in the future based on his or her seniority.
- An assigned parking space will be designated "open assignment" temporarily when the employee who is assigned the parking space or is sharing the space is absent.
- "Open assignment" is defined as first-come-first-served.
- Employees with assigned parking spaces may be displaced when the Director deems it necessary to provide parking to employees who may be required to work extended hours for an unusual occurrence or during the legislative session.
- When an employee who has a parking space leaves the AOC, the space will be reassigned by Bob Klein, the office parking coordinator. Bob will also maintain the office seniority list.

**NEW MEXICO JUDICIAL BRANCH**  
**AOC GENERAL POLICY AND PROCEDURE**

**PARKING**

**1. PURPOSE**

To establish a policy for assigning permanent parking to AOC employees.

**2. DEFINITIONS**

- A. AOC Employee** - An employee housed in the Supreme Court Building or the Capitol North Complex who works in the Director's Office, Fiscal Services, Human Resources, Court Services and Judicial Information Division.
- B. Full-Time Employee** - An employee who occupies one or more positions funded for an aggregate of 80 hours per pay period.
- C. Part-Time Employee** - An employee who occupies a position that is funded for less than 80 hours per pay period, or who shares a position that is funded for 80 hours per pay period.
- D. Permanent Employee** - An employee who occupies a permanent position within the Judicial Branch excluding a justice, judge, term or at-will employee.
- D. Term Employee** - An employee who occupies a term position.

**3. PARKING ASSIGNMENT DETERMINATION**

- A.** The Director shall be assigned a parking space.
- B.** AOC employees will be assigned parking spaces by order of seniority (based upon AOC hire date), without breaks of service in the following manner:
  - (1) Spaces shall be assigned by the Director. The Director shall have full discretion to assign and re-assign spaces to meet the needs of the AOC.
  - (2) All full-time permanent and term employees are eligible.
  - (3) Temporary and part-time employees are not eligible.
  - (4) An employee who is assigned a parking space, but does not need the space, will inform the Director immediately and the space shall be reassigned.

- (5) If the more senior employee who has resigned a space, later finds that he/she needs a space, he/she shall submit a request to the Director for consideration regarding parking space assignment. Upon consideration the employee may be assigned the space of the least senior person occupying a space.
- (6) Employees who have assigned parking are asked to delegate their parking space to employees of the AOC.
- (7) Employees with assigned parking spaces may be displaced when the Director deems it necessary to provide parking to others, i.e., visiting judges, or in the event of changed circumstances within the AOC.
- (8) The Director may assure that at least one parking space is reserved for employees of the AOC who pick-up/make deliveries, or for off-site JID personnel who have business with the AOC, Supreme Court, or Court of Appeals.

Effective Date:

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Gina Maestas, Director  
Administrative Office of the Courts

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Date

Dev: 5/18/05