



# Unified Government Human Resources Guide

Effective 04-01-05

## PARKING BENEFIT PLAN/ SECTION 132

- I. General: The Unified Government provides a Parking Benefit Plan, which complies with Section 132 of the Internal Revenue Code. Under this plan an employee may elect to save income taxes by paying the cost of qualifying parking expenses with before-tax dollars when payment is by payroll deduction. The Parking Benefit Plan year is the calendar year.
- II. Policy
  - A. Participation in the Parking Benefit Plan
    1. Effective date of coverage  
Parking Expense/Parking Program Payment Benefit become effective as of the later of (1) January 1, 2002 or (2) the first day that an employee is assigned a company-provided parking place after becoming an eligible employee as specified below.
    2. Eligibility: Full-time and part-time A employees are eligible to participate in the Plan.
  - B. Enrollment
    1. Employees that are assigned a parking place, for which they pay a monthly fee to utilize, within any surface lot or other parking facility owed or operated by the Unified Government shall be entitled to enroll in the Parking Benefit Program. Monthly parking fees will be deducted from an employee's paycheck on a before-tax basis.
    2. At least once each year, eligible employees have an opportunity to make an election to participate in the Parking Benefit Plan, or to cancel participation. Once the employee has made an election to participate, or not to participate, such an election will remain in force for the entire Plan Year.
  - C. More specific information about the benefits provided and applicable rules and restrictions of participating in the Parking Benefit Plan can be provided by Human Resources.