

**United States District Court
Middle District of Pennsylvania**

PARKING SUBSIDY INFORMATION

The United States District Court for the Middle District of Pennsylvania provides a parking subsidy for eligible employees. You may begin participation in the program on the first day of the month following your first day of employment.

The parking subsidy is in the form of a direct payment by the court to the parking facility for monthly parking. In Harrisburg, Shawna Cihak will be the contact to collectively make your parking arrangements. For all other divisions, each employee is responsible for making their own parking arrangements with one of the garages listed in the attachment. Each employee is responsible for obtaining their own access card to the parking facility and must pay the access card fee.

The subsidy amount for parking is capped at \$300.00 per month. The employee is responsible for paying any amount over \$300.00 per month. The employee will also be responsible to pay a pro-rated amount for the remainder of the month in which they are hired, if applicable. Employee payments are made to the parking facility vendor. An enrolled employee who wishes to withdraw from the program must notify the PSPA in writing at least 30 days in advance of the date on which the withdrawal or change will occur. You will be terminated from the parking program by the first day of the following month you give your 30 day notice. You will then be responsible for making your own parking arrangements and paying any parking expenses for the remainder of your last employment month.

The program is discretionary and is subject to availability of funding.

Please carefully review the separate Parking Subsidy Programs Policy and complete the Parking Subsidy Program Enrollment Form to begin participation in the program.

Please contact Ruth Davies at (570) 207-5666 or ruth_davies@pamd.uscourts.gov with questions.

PARKING SUBSIDY PROGRAM POLICY

The Parking Subsidy Program is authorized by the Chief Judge with the approval of the Board of Judges for the Middle District of Pennsylvania and the Judicial Council for the Third Circuit Court of Appeals. Statutory Authority for the transit subsidy program can be found in 5 USC Section 7905.

Program Administration. The program is administered by the Clerk of Court for the Middle District of Pennsylvania. The Clerk of Court will designate a Parking Subsidy Program Administrator (PSPA) to administer the program.

The parking program is subject to the availability of court funding and may vary from year to year, or be discontinued at any time. The amount of the subsidy provided under the program will be set by the Chief Judge in consideration of the court's annual budget. The amount of the subsidy shall not exceed the maximum allowable under Internal Revenue regulations. In the event that the program is suspended or discontinued, employees will be given as much advance notice as practicable.

An eligible employee may enroll in the parking program. An employee who is found to have violated the rules and requirements of the program may be terminated from the program; may not be allowed to re-enroll in the future; may be subject to other disciplinary action; and in certain circumstances, may be subject to criminal prosecution.

Eligibility. To be eligible to enroll in this program, an individual must be:

1. Employed in one of the following offices of the Middle District of Pennsylvania – District Judge, Magistrate Judge, Clerk of Court, Pro Se staff, and Court Reporters; and,
2. Incur parking expenses in connection with commuting to and from work at a court facility, on a regular basis.

Parking subsidy. For those enrolled employees who meet all program requirements, the program will pay a parking subsidy up to the subsidy amount set by the Chief Judge. For all court employees, the parking subsidy will be in the form of a direct payment to the parking facility indicated on the enrollment agreement. In Harrisburg, Shawna Cihak will be the contact to collectively make your parking arrangements. For all other divisions, the employee is responsible for making his or her own parking arrangements with the facility. Approval is at the discretion of the PSPA and the Clerk of Court. Enrolled employees are responsible for paying any amount due to the parking facility that exceeds the parking subsidy of \$280.00. Employees who fail to do so may be terminated from the program. An employee who ceases parking in an approved facility must immediately notify the PSPA.

Enrollment and Withdrawal. To enroll in the program, an eligible employee must complete the appropriate program enrollment form, and provide it to the PSPA no later than the 15th day of the month preceding the month in which the employee wishes to receive subsidy benefits. The employee will be notified by the PSPA if accepted into the program. An enrolled employee who wishes to withdraw from the program must notify the PSPA in writing at least 30 days in advance of the date on which the withdrawal or change will occur. You will be terminated from the parking program by the first day of the following month you give your 30 day notice. You will then be responsible for making your own parking arrangements and paying any parking expenses incurred during your last month of employment.

PARKING GARAGE OPTIONS

Harrisburg:	SPPlus Parking Locust Street Garage 214 Locust Street Harrisburg, PA 17010
Scranton:	ABM Parking Services Linden Garage 305 N. Washington Avenue Scranton, PA 18503
Williamsport:	Williamsport Parking Authority Lot U 300 West Third Street Williamsport, PA 17701
Wilkes Barre:	Franco's 198 S. Main Street Wilkes Barre, PA 18701