

Central Office Employee Policy Manual

15.7 Parking

Parking options for benefits eligible employees located at 503 S. Kansas Ave. office include the surface lot (non-covered) located at 412 Jackson and the parking garage (covered) located at 512 Jackson.

Parking options for benefits eligible employees located at 612 S. Kansas Ave. office include surface lots (non-covered) located at 612/618 S. Kansas Ave. and the Park and Shop Parking Garage (covered) located at 615 Quincy.

KDADS pays a portion of the parking fee for surface lots located at 412 Jackson, 612/618 S. Kansas Ave. and parking garages located at 512 Jackson and 615 Quincy.

Each benefits eligible employee who wishes to use the parking options for their designated work station must contact the Human Resources Benefits Manager for availability. For additional state owned parking lot options and availability, contact the Department of Administration, Parking Division at 296-5191.

See Topeka Public Works link <u>http://www.topeka.org/pdfs/MetersandParkingGarages.pdf</u> for a map, and <u>http://www.topeka.org/pdfs/available_spaces.pdf</u> for rates and contact information.

Field staff should refer to the guidelines for their regional office.

Visitors on official state business at KDADS's 503 S. Kansas Ave. building may use the parking garage at 500 S. Kansas Ave. Visitors may bring their parking ticket to KDADS's Reception desk to be logged and validated. The visitor will give the validated parking ticket to the parking garage attendant when exiting the garage.