

Parking on the Capitol Campus

FREQUENTLY ASKED QUESTIONS

Monthly parking fees

I am teleworking because my office is closed due to COVID-19, but I see that my monthly parking fee is still being deducted from my pay. Will I be reimbursed for the time I've been unable to come to Campus?

Unfortunately, no. If you are a registered parker, your parking fees will continue to be deducted from your pay. The fees pay for required debt service and fixed infrastructure costs of garages, lots and other parking facilities as well as for maintenance and enforcement. [RCW 43.01.225](#) and [RCW 46.08.172](#) further outline how revenue for Campus parking is used.

Canceling your parking

I will be teleworking for the foreseeable future. How do I cancel my parking?

You may cancel your parking [online](#). To stop payroll deduction, you must return your sticker to the Parking Office. Mail it to: Parking Office – MS: 41025 or 1110 Capitol Way S, Suite 210, Olympia, WA 98504.

If I cancel my parking payments while teleworking, can I regain my original parking assignment when I return to work on the Capitol Campus?

If a parker is transferred or moved to another location where parking is no longer required, and the move is due to a business decision made by their agency (i.e. teleworking for an extended period of time or temporary assignment to the Emergency Operations Center), then we would allow a parker to return to their original parking assignment as long as it is within one year of the transfer.

For employees on parking waiting lists

I'm on a waiting list for a different parking garage. If I cancel my parking, may I stay on the list?

If you canceled your parking because you are not working on the Capitol Campus due to COVID-19, you may request to remain on the waitlist. Your waitlist standing will be held for 1 year from the time of cancellation, or 2 months after Thurston County is approved to move to Phase 4 (full return to work) whichever comes first. To reinstate your parking, contact the Parking Office.

Examples:

- I park in the Jefferson Garage and have cancelled my parking. If I reinstate under the guidelines above I will continue to remain a parker in the Jefferson Garage.
- I park in the Plaza Garage and am on the waiting list for the Jefferson Garage. If I reinstate under the guidelines above, I will remain a parker in the Plaza Garage and will maintain my position on the waiting list for the Jefferson Garage.

CTR parking/day passes

I am a CTR member or a non-registered parker and I may need to come to Campus a few times. How can I purchase day passes?

Employees who are teleworking but need to come to campus occasionally can go to any Campus visitor lot purchase a “day pass.” Note, you then need to drive to your regularly assigned area to park your car. The visitor lots are still only for visitors, not employees.

To purchase parking for the day:

- In any visitor lot, purchase one hour of parking from the meter for \$2
- Write “CTR” on the receipt
- Place the receipt on your dashboard
- Park in your regularly assigned parking area

This will allow you to park in your regularly assigned parking area (visitor lots are still reserved for visitors) between 8 a.m. and 5 p.m. Parking is free on evenings and weekends. Washington State Patrol parking enforcement will honor the CTR receipt during this time when many employees are teleworking because of COVID-19.

I am a CTR member and may need to come to Campus more frequently. At what point should I consider signing up for monthly parking?

If you’re not able to commute to work by typical CTR methods but are required to be on Campus a significant portion of the month, consider signing up for a payroll deduction of \$35 per month to park on the Capitol Campus.

The following is a breakdown on cost savings for monthly parking passes for CTR members:

- **Until further notice, CTR members pay \$2/day to park on campus.** After 18 days of paying \$2 per day to park, it becomes more cost effective to sign up for monthly parking. ($\$2 \times 18 = \36 compared to the monthly parking pass rate of \$35/month)
- **After the Parking Office’s physical location reopens, CTR members will pay the normal fee of \$2.80/day.** After 13 days of paying \$2.80 per day to park, it becomes more cost effective to sign up for monthly parking. ($\$2.80 \times 13 = \36.40 versus monthly parking pass rate of \$35/month)

Instructions for CTR members to sign up for monthly parking:

Sign up [for parking online](#) and a parking sticker will be mailed to you. If you need to park on campus before you receive the sticker, print out the confirmation and place it in the back window of your vehicle or call the Parking Office with your license plate number and staff will provide it to WSP so you won’t be cited. WSP will have your information for a week; by then you should have received your sticker in the mail.