

Pensions & Benefits - Car Park Scheme

Car Parking Scheme Information

If you wish to join the staff car parking scheme to use on campus car parking, you will need to apply online via the staff intranet. Please see <http://www.aston.ac.uk/staff/security/staff-car-parking-scheme/> for details.

If our allocated spaces on campus are full, you may need to join a waiting list until someone leaves the scheme and a space becomes vacant.

Staff must be directly employed by Aston University on the full payroll system. Emeritus Professors are the only exception to this rule.

There is no parking available for temporary, casual or placement staff, or for students who are also carrying out paid work.

For information regarding Maternity Leave, Retirement and returning to work under a different contract, Long Term Sick Leave or Other Leave of Absence and Emeritus Professors see below.

Change of Name and Vehicles

Staff Car Parking Scheme members are requested to inform the Security Administrator if they should change their name so that records are kept up to date as well as update their CORE account.

Maternity Leave:

Staff Car Parking Scheme members should inform the Security Administrator by email the date of their maternity leave about two weeks in advance. Spaces are retained for the duration of maternity leave. Car parking deductions and access will cease during maternity leave, but members will need to contact the Security Administrator who will advise how to cancel payments. Two weeks before the return to work date, members need to contact the Security Administrator in order to have their access fob temporarily reinstated to allow access until your salary payments can be resumed. Please note: No other party can use their car parking access fob, permit or space during a scheme member's maternity leave. This includes colleagues, temporary staff or partners.

Retirement and returning to work under a different contract:

Those retiring from Aston need to return their access fob and permit, by prior booked appointment, with the Security Administrator. If after your retirement date, you are going to be returning to work part time, or going onto a different contract, you can remain in the scheme only if you are paid via the full or sessional payroll. If you return to work on a casual basis, you will not be eligible to remain in the scheme. If you are returning as an unpaid emeritus member of staff, then you will need to gain specific advice about your car parking by contacting the Security Administrator.

On leaving the University, staff automatically leave the parking scheme and their payroll deductions are stopped and their fob deactivated. If staff leave the University with the intention of being re-employed, even if there is only a month or two break they would need to re-apply to join the scheme, even if they still have their fob and permit.

Any staff leaving and returning on a casual basis (not on the full or sessional payroll) cannot remain in the scheme. There is no up-front, lump sum payment facility for casual returners, however we currently offer pay & display parking facilities on car park 5. Please see <http://www.aston.ac.uk/about/directions/by-car/visitor-and-public-parking/> for details.

Long Term Sick Leave or other Leave of Absence:

If you are on extended sick leave or other leave of absence, you will need to cancel your car parking payment. Please contact the Security administrator.

Emeritus Professors

The process for an Emeritus Professor is slightly different as they are not paid a salary. In the first instance you must contact the Security administrator by email. They will send an application/payment form and, once you have made your payment, either arrange for you to retain your current access fob, or arrange to meet you to hand over your fob and permit. The payment rate will be equivalent to 50% of the lowest rate i.e. currently £163.80 per annum and will need to be paid in the form of an annual lump sum.

Further charges

All drivers will be charged £5 for replacement barrier access fobs. This is to be paid directly to the cashiers office prior to the replacement fob being issued.

All vehicles are subject to Parking Charge Notices should their Parking Permits not be clearly displayed within their vehicles. Although more than one vehicle can be registered on your account, only one vehicle is permitted to park at any one time.

All Staff members are responsible for ensuring their vehicle details are kept up to date within their CORE account.

For details of how to contact the Security Administrator please see: <http://www.aston.ac.uk/about/security/how-to-contact-us/>