




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

January 9, 2024

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Joyce Tomaka, Chief Financial Officer 

Subject: Amendment to Policy 97.0 Parking

The Finance Department will be submitting to the Governance Committee an amendment to Policy 97.0 Parking Reimbursement for ECWA employees assigned to the Ellicott Square Office.

This revised policy will be presented for review to the Governance Committee during its meeting held on January 18, 2024 with a tentative plan to have the amended policy approved by the Board of Commissioners on January 18, 2024, upon recommendation of the Governance Committee.

The amendment includes a new section added as 5.2 – Separated Employees which establishes a time limit for any employee who has separated from employment to request final reimbursement for eligible parking expenses to be submitted within 30 days of separation or by the December calendar year deadline as noted under Section 3 of the policy, whichever is earlier.

It recommended by the Finance Department that the Governance Committee approve the amendment to this policy. Should the Governance Committee approve and recommend to the full Board the adoption of the amendment, a resolution will be available for the January 18, 2024 meeting authorizing same.

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

Re: PARKING REIMBURSEMENT

Policy No. 97

**Application: All Employees Assigned to
the Ellicott Square Office**

Adopted: 03/24/2022

Amended: 10/20/2022

09/20/2023

01/18/2024

PURPOSE

To establish guidelines to cover parking reimbursement to all employees assigned to the Erie County Water Authority's Ellicott Square Office.

POLICY

Effective April 1, 2022, monthly or daily parking expenses incurred on scheduled workdays at a parking facility located within one square mile of the Ellicott Square Building in downtown Buffalo will be eligible for reimbursement of up to \$75/month subject to the provisions in this Policy.

PROCEDURE

Section 1 Reimbursement Request Form.

Reimbursement of monthly parking expenses will require the submission of a parking reimbursement request form. Each request form must be accompanied by documentation that shows the amount paid, date(s) covered for the expense and list the name of the account/tag holder.

Section 2 Submission of Request Form and Documentation.

Employees will submit their monthly parking expense to the payroll department by completing the Parking Reimbursement Request Form and supporting documentation by either bringing down and placing in the bin labeled Parking Reimbursement in the Accounting Department or e-mailing the form and supporting documentation to payroll@ecwa.org. All submissions will be time and date stamped when received by Payroll.

2.1 Acceptable forms of Supporting Documentation must include the following:

- Name and location of parking (must be located within one square mile of the Ellicott Square Building)
- Name of account holder, tag holder or payer (must be an ECWA employee)
- Dates covered
- Copy of paid receipts issued by the Parking Facility

Section 3 Reimbursement.

3.1 Reimbursement. Reimbursement will be made by payroll once per month in the employee's check.

- Weekly Employees* will be reimbursed on the third payroll of each month. Reimbursement requests must be submitted by Monday at 10 a.m. after the close of the third pay period end. Reimbursement requests received after Monday at 10 a.m. after the close of the third pay period end will be included in the reimbursement of the following month except for December.
- Bi-weekly Employees* will be reimbursed in the second payroll of each month. Reimbursement requests must be submitted by Monday at 10 a.m. after the close of the second pay period end. Reimbursement requests received after Monday at 10 a.m. after the close of the second pay period end will be included in the reimbursement of the following month except for December.
- Frequency of Reimbursement.* It is not mandatory for employees to submit requests monthly. The employee can choose the frequency of submitting their requests.
- Timeliness of Request.* All requests must be received and reimbursed within the same calendar year. Therefore, expenses incurred from January through December must be submitted no later than the deadlines noted above for December of that same calendar year. No late submissions for the calendar year will be honored or paid.

Section 4 Eligible Expenses.

4.1 Monthly Parking. Holders of monthly parking will be reimbursed provided documentation satisfies the above requirements.

4.2 Daily Parking. Daily parking receipts will be reimbursed up to the monthly limit provided documentation satisfies the above requirements.

4.3 Carpool Parking. Those who participate in a carpool are eligible to be reimbursed provided the payment for the parking is made by the ECWA employee and the documentation provided satisfies the above requirements. If two or more ECWA employees are in a carpool, the monthly reimbursement limit is capped at \$75 per space.

Section 5 Ineligible Expenses.

5.1 Section 125 Enrollment. Employees enrolled in the Section 125 parking reimbursement plan *cannot* request reimbursement for the portion of monthly parking that has been reimbursed by the Authority under this policy.

5.2 Separated Employees. Employees who have separated from employment by the Authority due to termination, resignation or retirement must submit their request for reimbursement within 30 days of separation or by the December calendar year deadline as noted under Section 3, whichever is earlier. No late submissions will be honored or paid.