

Massachusetts General Hospital
Department of Biomedical Engineering
Policies and Procedures
Off-Hours Commuting to and from MGH

1. Policy

- 1.1. Employees must not park in the MGH Main Campus garages (Parkman St, Fruit St, and Yawkey) between 9:30 am and 2:15 pm Monday to Friday (MGH policy).
- 1.2. Employees are permitted to park in the Main Campus garages when responding to night calls; however, they must move their vehicle out of the garage by 9:30 am (except on weekends and MGH holidays).
- 1.3. Employees should also note well that badge access parking in the Main Campus garages does not start until 5:30 pm. Any parking charges incurred between 2:15 and 5:30 pm are the responsibility of the employee.
- 1.4. Normal commuting expenses between home and the employee's place of work are not reimbursable. (PHS policy)
- 1.5. Travel to and from the hospital during off hours due to an employee's on call obligations or any scheduled off hours work is considered normal commuting; therefore, any commuting expenses an employee incurs in the course of such work (e.g. cab fare) are not reimbursable, except only as outlined in Sections 2.2 to 2.4 below.

2. Definitions and Regulations

- 2.1. Employees who come in to the hospital during off hours are allowed to park in the MGH Main Campus garages. Occasionally an employee will end up staying at the hospital through the next day, either because the call response extended into the morning, or because the call response was completed within a short time of the start of the employee's regular shift. However, because the Main Campus garages are intended for patient use during weekdays, any time this happens on a weekday, the employee must move their vehicle out of the garage before 9:30 am.
- 2.2. If the employee finishes responding to the call and it is more than four hours before the start of the employee's regular shift, the employee is expected to go home and return at their regular time, unless they have their supervisor's approval to stay and start their shift early.
- 2.3. If the employee finishes responding to the call within four hours of the start of their regular shift, the employee has the option to stay and start their shift early, with or without their supervisor's approval.

- 2.4. If the employee elects to stay (in accordance with 2.2 or 2.3), and has to move their vehicle in the morning, the employee should move their vehicle to a nearby non-Main Campus garage or lot and the department will reimburse the employee's parking expense, up to \$40 per day.
- 2.5. If an employee is requested to work during off hours, and the work is unscheduled, and the employee is not on call, the department will provide reimbursement or assistance as follows:
 - 2.5.1. If an employee who normally commutes by train stays late and misses the last train of the night, the employee can take a cab voucher; cab fare will not be reimbursed.
 - 2.5.2. If an employee who normally commutes by train is asked to come in when the trains are not running and the employee does not have access to an automobile, the department will reimburse the employee for cab fare to get to the hospital. The employee should then take a cab voucher for the return trip home.
 - 2.5.3. If an employee drives in and parks in a Main Campus garage, and end ups staying through the next working day, the employee will be reimbursed in accordance with Section 2.4.
- 2.6. The department will not reimburse any parking expenses incurred in an MGH Main Campus garage.

3. Procedures

- 3.1. To be eligible for reimbursement, the employee must submit the original parking receipt or cab receipt to their supervisor to be initialed and dated by the supervisor.
- 3.2. The employee should then submit the receipt to the administrative staff for reimbursement.
- 3.3. Employees are responsible for finding their own alternative parking locations; however, some nearby options are:
 - The Garden Garage (aka "The Bubble"), 333 Charles Street (www.propark.com)
 - North Station/TD Garden Garage, 135 Causeway Street (www.mbta.com)
 - Charlestown Navy Yard/One Constitution Center (www.pilgrimparking.com)
 - 50-60 Staniford St Garage
 - Charles River Plaza Garage

Related Policies:

Employee Business Expense Policy (PHS policy)

Parking (MGH policy)

Last Revision: 9 April 2012

Last Review: 9 April 2012

L:\DBEMAIN\MGH Policies\Off-Hours Commuting.pdf