



EL PASO COUNTY COMMISSIONERS COURT

Parking for Unpaid Interns, Volunteers, Board Members and Community Members Receiving a County Resolution

Revised Date: December 11, 2023

El Paso Commissioners Court values the services performed by unpaid interns and volunteers to various County departments and boards, as well as those community members who are invited to receive a County resolution. As such, they may set a reasonable allowance for participating departments whose unpaid interns, volunteers, board members, and community members invited to receive a County resolution to utilize the County garage while performing County business.

I. Procedure

Departments which engage unpaid interns/volunteers in accordance with the County's Unpaid Internship and Volunteer Policy may request the County to pay for their parking at the County garage during the time they perform official County business as required by the department using the process below.

Departments which work with County Boards, committees, and County resolutions as authorized by Commissioners Court shall use the same process to authorize parking for those board/committee members who conduct meetings and community members who receive County resolutions at the County Courthouse.

A. Parking Stamps

1. Participating departments shall request the use of an authorized parking stamp by contacting the County's Volunteer Coordinator. Issuance will only be done once all required paperwork has been completed, and time tracking accounts are activated for those interns/volunteers.
2. Departments must ensure their interns/volunteers are properly recording their time in the official timekeeping system. When unpaid interns/volunteers complete their authorized shift for the day, the department's assigned staff shall validate the parking ticket and complete the appropriate information required by the stamp.
3. When board/committee and community members receiving a County resolution complete their authorized County meeting for the day, the County administration staff shall validate the parking ticket and complete the appropriate information required by the stamp.
4. Validated parking tickets shall then be submitted to the cashier/attendant at the County garage.
5. Once there is no longer a need for the parking stamp, it is the responsibility of the participating departments to return the authorized parking stamp to the County Volunteer Coordinator.

B. Authorization and Billing

1. The County's Facilities Division will process validated parking tickets monthly. Invoices will be generated and submitted to each department which authorized the parking.
2. Once departments receive their monthly invoice, the designated staff shall reconcile the invoice to ensure there are no billing errors. (Billing errors should be reported to the County's Facilities Division.)

3. Once the parking invoices have been approved by the department, invoices shall be sent to the Accounts Payable Division of the County Auditor's Office for payment.

I. Funds and Audits

County departments shall use their discretion with their unpaid intern/volunteer program; however, funds for parking are limited and will only be available until they are depleted. Thereafter, validated parking may not be provided. Parking validation shall not be used for interns who are paid hourly by the County.

- A. The County's Internal Audit Division shall conduct random audits on these funds to ensure proper authorization and use.