

MEMORANDUM

To: Custodial Employees

Cc: Al Klohn, Director, Maintenance
Ross Faller, President, CUPE 4635
Corinne Pierce, Director, Human Resource
Krista Stephenson, Manager, Payroll

From: Denise Langendorfer, Manager, Human Resources

Date: October 16, 2026

Re: Parking Charges for Evening Custodial Staff

We are writing to advise you of an upcoming change regarding employee parking.

Historically, employees working evening and night custodial shifts have not been charged consistently for parking. Following a review of current practices, the Division has determined that parking charges will be applied to all custodial staff in the same manner as other employee groups.

The rationale for this change is to ensure a fair and consistent approach to employee parking across the Division. All employee groups are expected to pay applicable parking rates, and this change will align all custodial staff with those existing expectations.

Who is affected?

This change applies to all part-time and full-time custodial employees who use a division parking stall, including employees working evening shifts.

Parking rates

Parking fees will be charged in accordance with the Division's parking rate schedule. Please note that parking rates are reviewed annually and may change following Board approval.

Effective date

Parking charges will begin **November 30, 2026**. Charges will apply only from the effective date forward and will not be applied retroactively.

Opting for parking

Employees who wish to use a division parking stall may opt for parking by contacting the secretary at the school/location. You will be assigned a parking spot and pay via payroll deduction for its use. To secure a division parking stall by November 30, 2026, **please enroll by November 20, 2026**. First payment will be December 4, 2026.

Opting out of parking

Employees who do not wish to pay for parking may choose not to use a division parking stall. Employees who continue to use a parking stall after the effective date will be subject to the applicable parking charge.

Parking at multiple locations

If you hold two separate positions at two different locations, you may choose at each location whether to use a division parking spot. If you choose to use division parking at both locations, combined charges will not exceed the cost for full-time use.

Maintenance Vehicles Only

Parking spots marked for Maintenance Vehicles are for designated service and delivery vehicles; they are not to be used for personal vehicles.

Parking payment schedule

Parking fees are deducted from September to June over 20 pay periods.

Employees parking in an electrical space must pay an electrical rate.

Employees who do not sign up for parking are not allowed to use division parking lots, including visitor parking spaces, or otherwise park on division property.

During the school year, deductions are stopped only upon approved leave of absence or termination of employment with River East Transcona School Division.

Parking rate schedule:

Type of Parking Space	Employee Status	Cost per Year (September to June)	Cost per Pay Period (20 pay periods)
Electrical	Full-time equivalent greater than 50% (0.51 < 1.0)	\$270	\$13.50
Electrical	Full-time equivalent up to and including 50% (0 < 0.5)	\$135	\$6.75
Basic (non-electrical)	Full-time equivalent greater than 50% (0.51 < 1.0)	\$230	\$11.50
Basic (non-electrical)	Full-time equivalent up to and including 50% (0 < 0.5)	\$115	\$5.75

Questions

We recognize that this change represents a departure from a long-standing practice and may be disappointing for some employees. The decision has been made to ensure a consistent and equitable approach to parking across all employee groups. If you have questions regarding the change or how it may affect you, please speak with your supervisor or contact Human Resources.

Thank you for your understanding and cooperation.