

# COVID-19 Communique #25: For NOSM Staff and Full-Time Faculty

## **UPDATE: Parking on Campus during COVID-19 (for Staff and Faculty only):**

We recently communicated that employees should plan to work from home until at least the end of May 2021. As such, we will continue to provide free parking **until May 31, 2021** to those who are required and authorized to be on the Lakehead University and Laurentian University campuses.

During this time, NOSM will NOT process payroll deductions for parking. Payroll deductions for parking will resume on June 1, 2021 unless stated otherwise.

For employees who have purchased the annual parking pass from either Lakehead or Laurentian University outside of the payroll deduction process, NOSM will provide a reimbursement for the period of January 1, 2021 to May 31, 2021, as follows:

### **NOSM @ Lakehead**

- Reimbursement of **\$147.50**, which is equal to the pro-rated annual rate of \$354/year (taxes included) for General (G) Parking Pass for the period of January 1, 2021 to May 31, 2021.

### **NOSM @ Laurentian**

- Reimbursement of **\$282.79**, which is equal to the pro-rated annual reserved parking rate (Lot 11) of \$678.70/year (taxes included) for the period of January 1, 2021 to May 31, 2021 OR;
- Reimbursement of **\$110.51**, which is equal to the pro-rated annual general parking lot rate of \$265.10/year (taxes included) for the period of January 1, 2021 to May 31, 2021.

If you have purchased your parking-pass directly from the Universities, please submit the parking receipt for the parking pass and submit the expense reimbursement through [electronic expense reimbursement](#) on MyNOSM. [Parking Receipt Submission Instructions](#) have been developed to assist with submitting your reimbursement.

The COVID-19 parking budget code is 11-200019-63000-00

*Please note that employer-paid parking is a taxable benefit and will be reflected on your T4.*

Please refer to the [NOSM Website](#) for parking permit procedures.

If you have any questions, please contact Human Resources ([hr@nosm.ca](mailto:hr@nosm.ca)).

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