

PARKING POLICY

The privilege of parking on campus is a paid benefit for employees, underwritten by the department to which they are assigned. Every university *faculty, administrative or classified staff* member is eligible for either one transferable hanging parking decal or one non-transferable bumper decal. Second decals are not available.

The hanging decal can be transferred for use in any vehicle the faculty/staff member may drive. When the car is parked on university property, the decal is to be hung from the rearview mirror. Both sides of decal must be entirely visible.

The bumper decal is non-transferable and must be permanently affixed on the rear bumper to the right of the license plate.

An auto registration fee waiver obtained from and signed by the employee's budget administrator is required when registering.

Full-time faculty/staff will receive a one-year decal.

Faculty/staff hired on a one-semester contract will receive a one-semester decal.

Either a transferable hanging or a non-transferable bumper decal will be issued according to the employment period indicated on the completed fee waiver form.

Registered faculty/staff will be held liable for all violations incurred by any vehicle displaying the faculty/staff member's transferable decal or bumper decal until the decal expires or is returned to the Parking and Traffic Office.

Faculty/Staff Temporary Registration

Faculty/staff members hired on a short-term, temporary basis will be issued a temporary registration. A completed auto registration fee waiver signed by the temporary employee's budget administrator is required each time a temporary registration is issued. Temporary registrations are to be affixed to the inside lower right portion of the rear window.

Parking Services will issue a one-day pass to a faculty/staff member who forgets to transfer the permanent hanging decal to his/her vehicle on any day. This one-day pass is a courtesy and will not be issued more than five (5) times per semester.

One free parking permit per semester may be obtained for an unregistered vehicle if the vehicle displaying a bumper decal is disabled; permit is good for a maximum of one week.

Additional information about the university's Parking Policy is available in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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