

▶	Adopted Date	<u>10/04/04</u>
▶	Amended Date	_____
▶	Review Cycle	_____

Attachments: None

Administrative Services
Parking Permits

PURPOSE:

This procedure identifies the process for issuing passes for on-site parking for permanent classified & certificated employees, limited & part-time certificated employees, temporary sub & relief employees and temporary visitors parking. Student workers can refer to the general parking information in the catalog of classes.

INITIATOR

- New permanent classified & certificated employees, limited & part-time certificated employees, temporary sub & relief employees will obtain a parking permit from the Personnel Office. You will need the following information:
 - car make/model
 - license number.
- A parking permit will be issued and information regarding the employee’s vehicle will be kept on file in the campus database.
- Only one permit will be issued to each employee. If you drive more than one vehicle, you will be responsible for transferring your permit from one vehicle to another. If you forget your permit you must obtain a temporary permit from the campus Sheriff’s Department to avoid getting a ticket.
- If a parking permit is lost or stolen it can be replaced by the Personnel Office staff. They will void the original permit and issue a new permit number. The lost or stolen permit number will be subject to ticketing.
- Temporary employees shall be given dated permits for the length of their assignment. The permit will be renewable if the assignment is extended.
- Temporary visitors should go directly to the Sheriff’s Department to obtain a parking pass.

AUTHORIZATION

- The Personnel Office will be responsible for employment verification.
- If the applicant is eligible for a parking permit the Personnel Office will approve the issuance of the permit and retain the necessary information:
 - permit number
 - date of issue
- If the employee is a temporary classified employee, the Personnel Office will give the employee a temporary form. The employee will take the form to the Sheriff’s Office, who will then issue a temporary parking permit for the length of the assignment.

APPROVED: _____
DATE _____



RESPONSIBILITY

- For permanent employees permits are issued annually.
- To avoid being cited, it is the responsibility of the employee to contact Personnel Office to obtain a parking permit.

APPROVED: _____

DATE _____

