

**University policy on  
permanent parking decal privileges to retired employees**

<b>Effective Date:</b> 11/26/03			<b>Vice President for Business &amp; Finance</b>
<b>Exhibits:</b> None	<b>Revision Type:</b> <input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision	<b>Supersedes:</b>	<b>Responsible Office:</b> Financial Services

**Policy**

Permanent parking decals<sup>1</sup> are only available to employees of the University or the University's auxiliary organizations who are eligible for voluntary payroll deductions. The University will allow a retiring<sup>2</sup> employee on payroll deduction to retain his/her existing permanent parking decal through the end of the Summer parking term following the retirement date if the retiree

- a) provides payment in full for the balance owed for that period prior to receiving their final pay warrant and
- b) provides a written statement acknowledging agreement to return their decal upon completion of the Summer parking term.

At the end of the summer term following retirement the decal will be forfeited as a normal part of the campus separation clearance procedures. With the beginning of the subsequent annual payroll deduction cycle, retirees intending to continue to park on campus may purchase a parking decal on a cash basis<sup>3</sup>. Financial Services will facilitate in the accommodation of their request for a cash decal. If retirees choose not to retain permanent parking decal privileges beyond their retirement date, the existing obligation to return their parking decal will prevail upon separation.

Restricted ("R") decals will be sold only to employees that have an annualized full-time (1.0) employment basis, effective November 1, 2003. Any current employee holding an "R" decal prior to November 1, 2003 that is employed less than 1.0 (annualized full-time) can retain the decal and will be "grand fathered" in until such time as that employee fully separates employment from the University. At such a time the separating employee will forfeit the decal. The forfeited decal will be returned to the "R" decal pool and reissued to the next employee on the waiting list with an annualized full-time appointment. It is imperative that employees now holding "R" decals as provided by this grand fathering clause, and especially those working a post-retirement appointments, recognize changes in their appointment by term or timebase may impact the accuracy of their parking payroll deductions.

For efficiency in handling post-retirement employee requests for parking, it is necessary to require retired employees, even if they have post-retirement employment, to buy parking on a cash basis versus payroll deduction. Payroll deduction processing for retiree's returning for post-retirement employment is impractical due to the difficulty in monitoring and adjusting to payroll fluctuations caused by timebase or term employment changes from semester to semester.

**Procedures** To be documented at a later date.

**Definitions** <sup>1</sup> *Permanent parking decals:* University parking decals issued without an expiration date. Permanent parking decals currently include the following classifications: R, R-1, R-2, R-3, R-4, and F/S.

<sup>2</sup> *Retiring employees:* This policy shall apply to retiring employees continuing to work on campus as retired annuitants and/or FERP participants or other similar employment status.

<sup>3</sup> *Cash parking decals:* University parking decals issued with an expiration date. Cash parking decals currently include the following classifications: G and M.

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