

**OHSU PARKING DEPARTMENT
PART TIME PERMIT POLICY**

It is the responsibility of any OHSU parker to display the correct OHSU Parking Sticker at all times.

In the event an OHSU part time employee is eligible for a monthly parking pass, ie, called from the wait list, already an established OHSU parker, etc, in order to pay the discounted part time rate, the following must occur:

1. The parker needs to be in the Banner database as a part time employee.
2. The parker should indicate which days he/she is on campus. Based on this information, a part time rate will be established.
3. If the parker cannot identify specific days of work during the week, a schedule or note from the supervisor **MUST** be brought into our office to validate the need for part time parking. Without this information, no discount can be given.

Any exceptions to this policy will only be considered after review by the OHSU Parking Appeals/Review Committee.