

1. All employees who desire to park in any of the Dayton, OH, CBC/CTS parking lots are required to have an assigned parking lot and corresponding parking permit, visibly displayed in their vehicle.

You are being assigned to the following parking lot:

Parking Permit # _____

- Main Lot (Blue)
- Overflow Lot (Green)
- South Lot (Red)

2. The Main Lot is by assignment only, and is offered based on availability and seniority, with the exception of Executive employees, volunteers and tenants. Assignments must come from Human Resources.
3. Between the hours of 3:00 pm and 8:00 am, any employee with a valid parking permit may park in the main lot. Employees may not park in Donor/Visitor areas at any time. This includes the hours that CBC/CTS is closed to donors.
4. As required by law, CBC/CTS will make parking accommodations provided appropriate document is presented. Please refer to HREMP-012-POL, Americans with Disabilities Act, for information on requesting reasonable accommodations.
5. CBC/CTS is not responsible for damage, theft, or vandalism to an employee's vehicle while parked on CBC/CTS' parking lots, except for damage caused to an employee's vehicle by a CBC/CTS owned vehicle.

I agree to all the above and understand that if I violate the Parking Agreement, I will be subject to corrective action up to and including termination.

Printed Name

Signature

Date

	Make	Model	Color	Plate Number
Vehicle #1				
Vehicle #2				
Vehicle #3				

Applies To:	All CBC/CTS Dayton Employees; Axogen
Review/Approval Requirements:	CAO

REVISION TRACKING

Rev #	Explanation of Changes <i>(include what changed including reason, when applicable)</i>	Change Initiated By	Implementation Date
Rev 00	Formerly HR Form 21	lac	8-23-13
Rev 01	Reformatted. Deleted II. - Regarding maintaining state-required driving privileges and minimum insurance. Deleted III. - Regarding reporting of loss driving privileges or insurance coverage.	JSW	1-10-14

VERSION TRACKING

Version #	Explanation of Changes <i>(Describe and justify the change)</i>	Type of Training Needed <i>(File Only OR Review Document OR Review and Training)</i>	Change Initiated By	Implementation Date
1.0	Initial upload to SharePoint	Review and Training	eSOP Team	4-13-15
2.0	Added Axogen to Applies To.	Review Document (Axogen) File Only (All Others in Applies to)	TA/PJS	9-25-15
3.0	Moved content from HRPERS-016-POL, Parking Lot Policy – Dayton to this form. HRPERS-016-POL will become obsolete when this form is implemented. Changed Applies To section from All Employees to All CBC/CTS Dayton Employees.	Review Document	JSW/lac	3-11-16
4.0	Separated Overflow Lot and South Lot	Review Document	SB	11-23-16