



Parking Policy Communication

What is the new policy?

Effective **1/14/19**, all Southern Indiana sites are subject to the new policy, which includes a new 4-step corrective action process after you receive a parking ticket.

What constitutes a parking ticket?

Parking tickets will be issued for the following (but, are not limited to):

- No visible identification parking tag
- Unauthorized use of visitor parking
- Unauthorized use of regional and site reserved parking
- Unauthorized use of ADA (physical disability) parking
- Fire lane/yellow curb parking
- Blocking a drive or loading dock
- Automobile parked on a motorcycle pad
- Improper parking in stall/space (not in stall, vehicle exceeding lines of a space, etc.)
- Violation of posted “No Parking” signs
- Abandoned vehicles
- Vehicles stored on company property
- Vehicles parked with oversized trailers, campers, ATV’s, boats, non-working vehicles, etc.

What is the new corrective action process?

The new process is a 4-tiered corrective action, for a rolling year, starting on the date of receipt of the first parking ticket. **The process is not part of Southern Indiana Hourly Work Rules.** The following corrective action process applies:

- 1st Violation: Parking warning with no other corrective action, which starts the rolling year.
- 2nd Violation: Security notifies violator, supervisor and site facility operations lead, via email, of the violation, with a letter for the manager attached.
- 3rd Violation: Security will schedule a meeting with violator, supervisor, site facility operations lead, Union Steward/Area Representative (if applicable), and violator’s Human Resource manager. This meeting will serve as an appeal process.
- 4th Violation: Violator’s vehicle will be towed by a third-party towing company at the violator’s expense. Security will notify the violator and supervisor by phone and email.

How do I get a new parking tag?

New serialized red parking hang tags were issued to all employees over the past few months – these new tags replace the old parking tags which showed employee WWIDs. Specialty/black parking tags can be issued upon special circumstances and upon request. **If you did not receive a new parking tag, please visit your facility’s security desk.**

Please direct questions to Campus Security Operations Center (CSOC) at 812-377-1111 or your facility’s security desk.