

# **SPRING 2012—PARKING DECALS (Hourly & Temp. Staff ONLY)**

## **FOR RETURNING STAFF**

Starting on February 6th, 2012 the hours and locations to pick up decals are as follows:

<b>Day Time Hours —Monday—Friday</b>	<b>Locations</b>
<i>8:00 a.m.—11:30 a.m.</i>	<i>Plant Facilities — AD 317 &amp; AD 320A</i>
<i>1:00 p.m.—3:00 p.m.</i>	<i>Plant Facilities — AD 317 &amp; AD 320A</i>
<b>Evening Hours — Monday —Thursday</b>	
<i>3:00 p.m.—7:00 p.m.</i>	<i>Business Office—AD 111</i>
Please Bring your Cub Card & License Plate Information with you when picking up your Decal!	

## **FOR NEW STAFF**

1. All new staff must be processed @ LACC Campus because of a fee of \$15.00 must be paid for Decal & Cub Card. Also, bring your License Plate information with you.
2. Please bring a copy of your assignment from Personnel Office AD 213. (new staff)
3. Go to Plant Facilities Office, either AD 320A or AD 317, during the hours stated above & to obtain the proper forms & instructions on completing the process.
4. You will be asked to pay \$15.00 to the Business Office—AD 111. (new staff)
5. Your Cub Card can be obtained in the Student Assistance Center—AD 105.

Please park in the Faculty & Staff Parking Structure (Lot #4) on Heliotrope Drive.

*\*For Visitors, Vendors and Temp. Staff during the Semester Rush — Please see your department to arrange with Sheriff's department a one day pass or Temp. Permit.—AD 115*

Thank you