

STAFF PARKING PERMITS

The following rules apply when issuing a parking permit to a staff member.

1. Permanent Staff

- HRM will issue a permit irrespective of the percentage of time employed. If an employee uses more than one car then further permits will be issued.
- The “Information for user of the Waikato University campus parking facilities” sheet is to be issued with each permit.
- The parking permit request form is to be passed to “Parking” for inclusion into the database.
- A permit will not be issued without the entire vehicle details being obtained.

2. New Fixed Term Appointments

- Permits are issued for fixed term contracts, regardless of duration. An expiry date must be indicated on the notification sheet to parking. At the completion of the contract the permit be removed and returned to the parking office.

3. Sessional Assistants and Casual Staff

- This group does NOT qualify for a parking permit. However, there may be a case to issue a “temporary” permit. These people need to visit the Security office. An actual parking permit will NOT be issued.

4. Changes and Terminations

- Any changes including “end of appointment” forms need to be notified to the parking staff, either by internal mail or the email address, parking@waikato.ac.nz.

5. General

- FMD parking operation will supply the permits to HRM.
- Any parking queries are to be directed to the Security/Parking Manager, FMD, or c/- parking@waikato.ac.nz.

Staff Contact:

- Ray Hayward, Security Manager, has overall responsibility for all security matters. Phone extension 4180, email rhayward@waikato.ac.nz.
- Roger Crawford, Parking Attendant. Phone extension 6006, email parking@waikato.ac.nz.
- Tony Thompson, Security Services Assistant. Phone extension 8972, email security@waikato.ac.nz.
- Security Services Administrator. Phone extension 6398.