



January 28, 2013

SUBJECT: Parking Policy

MEMORANDUM FOR: Salt Lake City Performance Cluster Employees

The following parking policy is effective immediately and supersedes memo dated June 28, 1999, for all Postal Service employees who work at, serve, or visit the General Mail Facility (GMF) at 1760 West 2100 South or the Auxiliary Service Facility (ASF) at 1795 West 2100 South. This policy also applies to food service employees and employees and customers of the Utah First Credit Union.

Employees may park their personal vehicles in the north, southwest, or southeast parking lots of the GMF or the west or north parking lots of the ASF on a first-come, first-served basis. Parking personal vehicles is not authorized in truck maneuvering areas of the GMF or the ASF. No government or personal employee vehicles are authorized to be parked in the customer parking lot while employees are on duty.

There are a limited number of parking stalls in these lots that are posted for use by specific categories of individuals such as handicapped, business center customers, credit union customers or others specifically designated. Only those individuals that meet the specific qualifications are authorized to park in these stalls.

All parking stalls in the covered parking are assigned for parking of either specifically designated personal vehicles or government vehicles. Parking of vehicles in the covered parking other than those so designated is not authorized.

Parking Policy
January 28, 2013
Page 2

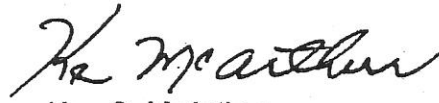
In all areas noted above, vehicles, personal and government, are to be parked only in marked parking stalls. The stalls are marked by painted stripes on the parking surface on both sides of the stall. There are times when government vehicles will be parked in the employee parking lots. However, government vehicles may only park overnight in the designated, identified area in the southeast parking lot.

Vehicles not parking in compliance with the above policy are improperly parked and will be towed at the owner's expense. Government vehicles improperly parked will be towed at the expense of the employee currently assigned the vehicle.

It is the responsibility of all employees to be knowledgeable of this parking policy. To avoid unnecessary personal expense and inconvenience, please park only in the authorized parking stalls. It is imperative that we avoid blocking emergency vehicles, fire lanes, entrances and exits for the safety of everyone.



Laura M Hubrich
Sr. Plant Manager



Ken S. McArthur
District Manager

cc: Manager, Human Resources
Local Mail Handlers President
Local APWU President
Local NALC President
Utah First Credit Union
Premier Vending
Sid Wade