



January 14, 2011

MEMORANDUM FOR: ALL EMPLOYEES

SUBJECT: PARKING

Employees are to park only in designated parking spaces. Vehicles which are found to be parked in "No Parking" areas are subject to being towed and impounded at the owner's expense. In addition, the owner of the vehicle could be subject to corrective action.

"No Parking" areas consist of:

- median strips
- fire lanes
- reserved parking spaces along the west wall (these spaces are not authorized for handicap overflow parking)
- unauthorized vehicles in handicapped parking spaces
- customer parking spaces
- no parking spaces

Parking permits must be displayed from the windshield of the vehicle. Motorcycles will not require a parking permit, but they must be parked in the designated motorcycle parking area or they will also be subject to being towed.

Vehicles that do not display a Post Office parking permit will be given a warning. After a warning has been issued, vehicles without permits may be towed and impounded at the owner's expense.

Parking permits are available in the General Clerk's office. Employees will be allowed up to two (2) permits free of charge. Any parking permits requested after that will be subject to a \$10.00 fee.

A handwritten signature in black ink, appearing to read "W. J. Herrmann".

William J. Herrmann
Senior Plant Manager