



**Fond du Lac Tribal and Community College
Authorization for Parking Payroll Deduction**

According to MnSCU policy 5.1.1, Fond du Lac Tribal and Community College collects parking fees from all employees. These fees are used for parking lot construction, maintenance, enforcement and improvements. Full-time employees are charged \$15.00 per semester. Part-time employees are charged a prorated fee (i.e. a .4 FTE assignment is charged \$6.00).

Employees with off-campus assignments are charged the same as an on-campus employee. This is justified in that students at off-campus sites are charged the same parking fee as if attending the main campus.

To simplify the parking fee collection process and authorize this deduction directly from your pay check, please complete the information below:

Name _____ Employee ID# _____
(Please Print)

I grant permission to Fond du Lac Tribal and Community College to deduct parking fees from my paycheck. The cost is \$15.00 for each semester for full-time employees. A pro-rated fee is charged to all part-time employees, and are approximately \$1.00 per credit for part-time faculty each semester. (Note: Parking fees paid through payroll deduction are pre-taxed).

Deduction schedule:

Fall Semester: Deduction on the first pay day of November
Spring Semester: Deduction on the first pay day of March

(Note: You will be notified by e-mail when the semester deduction will take place).

Employee Signature

Date