

# Parking guidelines essay sample



**ASSIGN  
BUSTER**

It has recently come to the attention of our Employee Relations department that employees seem to have gotten confused as to their parking space assignments and have been parking in areas that were originally declared as off limits to them. They have requested that a reminder be issued to all employees in order to clarify the parking assignments. They have provided the instructions below.

Day shift employees must remember that:

- Parking lots A and B are the assigned parking spaces for registered cars with white stickers. Any car without a sticker that parks in this area will receive a ticket.
- Day shift employees are not allowed to park on the curb.
- Day shift employees have the option of loaning their parking space to their co-workers if they are sure that they will not need to use their slot on a particular day.

Swing shift employees are also being reminded that:

- Swing shift employees are allowed to park on the curb before 3: 30 PM.
- After 3: 30 PM they may park in any vacant space available except for those slots marked specifically for tandem, handicapped, van pool, car-pool, or management.

The parking area is a free service offered by the Employee Relations department to all the employees. The department wishes to help everyone park their cars safely within the company premises but cannot do so until they have an accurate account of the actual number of cars using the parking slots. So, employees are advised to register their cars and avail of

the white stickers starting on May 12. Representatives of the Employee Relations Department will be in the cafeteria from 11: 30 A. M. to 1: 30 P. M. and then again at 3: 00 P. M. to 5: 00 P. M. to take applications and issue the necessary stickers. All employees are advised to take advantage of the free registration in order to avoid being ticketed and charged parking fees in the parking lot.

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Director of Human resources

Work Cited

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