

EMPLOYEE PAYROLL DEDUCTION - PARKING FEE AUTHORIZATION

Employee Name (please print): _____ Employee ID: _____

Northland Community and Technical College (Northland) parking fees are established in accordance with Northland Policy and Procedure. Employee fees are payable via payroll deduction on a pre-tax basis. Please complete the form below and return to Kari Beito, Human Resources Technician if you elect to have the parking fees payable via payroll deduction. **This payroll deduction will continue in subsequent years unless the authorization is revoked.** To revoke this authorization, a written notice must be sent to Kari Beito, Human Resources Technician at kari.beito@northlandcollege.edu.

- Employees will be charged per year according to the rates determined by Northland Policy 6010 and Procedure 6010P.
- Employees who teach or work only off campus are exempt; please notify Michelle Benitt if you meet this condition.
- Employees on leave of absence or sabbatical for at least one full academic term or six months will have their parking fee prorated.
- Employees who do not park on any Northland property may submit a request for a waiver subject to approval by the Northland President.

I authorize Northland Community and Technical College to deduct the Northland parking fee from my paycheck. My signature on this form indicates my authorization. Please process my parking fee as follows:

Permanent Employees:

_____ Two payroll deductions on the first two full pay periods after date signed below.

_____ Four payroll deductions on the first four full pay periods after date signed below.

Adjunct/Temporary Faculty:

_____ I am teaching fall semester and authorize a parking fee deduction on the first two full pay periods of fall semester.

_____ I am teaching spring semester and authorize a parking fee deduction on the first two full pay periods of spring semester.

Signature: _____

Date: _____

Waiver Request: _____ I certify that I do not park on any Northland property and am requesting the fee be waived.

Signature: _____

Date: _____

Please Note: Employees who elect not to pay parking fees via payroll deduction are to consider this correspondence an invoice of the parking fees and are to make a check payable to Northland and submit to Kari Beito, Human Resources Technician on an annual basis.