



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
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PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Michelle Sides, Benefits Coordinator email: sidesm@wou.edu

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Western Oregon University		4. Employer Identification Number (EIN) 472887845	
5. Employer address 345 Monmouth Ave. N.		6. Employer phone number 503 838 8490	
7. City Monmouth	8. State OR	9. ZIP code 97361	
10. Who can we contact about employee health coverage at this job? Michelle Sides			
11. Phone number (if different from above)		12. Email address sidesm@wou.edu	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

Classified and Unclassified academic and administrative employees in appointments of at least .50 FTE for 90 days or longer.

- With respect to dependents:

We do offer coverage. Eligible dependents are:

Spouse; Domestic Partner; and employee's, spouse's, or domestic partner's qualifying Dependent Children (son, daughter, stepson, stepdaughter, adopted child or child placed for adoption, foster child or other legally placed child), eligible grandchildren, adult children up to age 27, disabled dependent child.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

Yes (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

No (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?

Yes (Go to question 15) No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered only to the employee (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year? _____

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ _____

b. How often? Weekly Every 2 weeks Twice a month Monthly Quarterly Yearly

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

OREGON FAMILY LEAVE

You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** Paid family leave will be available in 2023.
- To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave. Your employer must have at least 25 employees.
- ▶ You can take up to a total of 12 weeks of time off per year for any of these reasons.
 - » **Parental leave** for either parent to take time off for the birth, adoption, or foster placement of a child. If you use all 12 weeks, you can take up to 12 more weeks for sick child leave.
 - » **Serious health condition** of your own, or to care for a family member.
 - » **Pregnancy disability leave** before or after birth of child or for prenatal care. You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.
 - » **Military family leave** (up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty
 - » **Sick child leave** for your child with an illness, injury or condition that requires home care but is not serious, or to care for a child whose school or place of care is closed because of a public health emergency.
 - » **Bereavement leave** for up to 2 weeks after the death of a family member.
- ▶ Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-673-0761
Email: help@boli.state.or.us
Web: oregon.gov/boli
Se habla español.



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Protect You At Work

LEY DE LICENCIA FAMILIAR DE OREGON

Puede tomarse un tiempo libre para cuidarse a sí mismo o a los miembros cercanos de la familia en virtud de la Ley de Licencia Familiar de Oregon (OFLA).



- ▶ **Este tiempo está protegido, pero a menudo no se paga a menos que tenga licencia por vacaciones, enfermedad u otra licencia paga disponible.** La licencia familiar paga estará disponible en Oregon en 2023.
- ▶ Para ser elegible, debe haber trabajado un promedio de 25 horas por semana durante 180 días, o solo 180 días para el permiso parental. Su empleador debe tener al menos 25 empleados.
- ▶ Puede tomar hasta un total de 12 semanas libres por año por cualquiera de estos motivos.
 - » **Licencia parental** para cualquiera de los padres para tomarse tiempo libre por el nacimiento, adopción de un hijo, o la colocación temporal de un niño en su hogar. Si usa las 12 semanas **en esto** puede tomarse 12 semanas más de licencia por hijo enfermo.
 - » **Estado de salud grave** propio o para cuidar a un familiar.
 - » **Permiso por discapacidad por embarazo** antes o después del nacimiento o para cuidados prenatales. Puede tomarse hasta 12 semanas, además de 12 semanas más por cualquiera de los motivos indicados aquí.
 - » **Licencia familiar militar** por hasta 14 días si su cónyuge miembro del servicio militar fue llamado para el servicio activo o se encuentra de licencia del servicio.
 - » **Licencia por hijo enfermo** para su hijo con una enfermedad, lesión o estado que requiera cuidado en el hogar pero que no sea grave, o para cuidar a un niño cuya escuela o lugar de cuidados esté cerrado debido a una emergencia de salud pública.
 - » **Licencia por duelo** por hasta 2 semanas después de la muerte de un familiar.
- ▶ Su empleador debe brindarle los mismos beneficios del seguro de salud que cuando trabaja. Al volver, se le debe asignar su antiguo puesto o uno similar si aquel ya no existe.

CONTÁCTENOS

Si su empleador no está cumpliendo con la ley o algo anda mal, llámenos. El Departamento de Labor e Industrias está aquí.

Llame: 971-673-0761

Correo electrónico:

help@boli.state.or.us

oregon.gov/boli

Se habla español.



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LAS LEYES DE OREGON
lo protegen en el trabajo



FMLA/OFLA Leave Information (Federal Family and Medical Leave Act) / (Oregon Family and Medical Leave Act)

You have a right under FMLA and/or OFLA for up to **12 weeks of unpaid leave in a 12-month period** for an FMLA/OFLA reason (It can be paid leave if you have accrued leave to use). Twelve-month period means a rolling twelve-month period measured backward from the date the leave begins and continues with each additional leave day taken. If the leave also qualifies under the Oregon Law or contractual benefit provisions, its use will be counted against both entitlements.

FMLA: An employee must have worked OUS for a total of 1250 hours for a period of 12 months immediately preceding the date leave begins.

OFLA: An employee must have worked for OUS a period of 180 calendar days immediately preceding the date leave begins and must have worked an average of 25 hours per week during the 180-day period.

A family or medical leave is either requested by the employee directly or the university will invoke family or medical leave for an employee who has a qualifying event.

Examples of qualifying events are:

- your own serious health condition,
- care of a newborn child, adoption/foster care placement of a child and
- care for a family member with a serious health condition
- qualifying exigency for an employee whose spouse, child, or parent is on active military duty or is called to active-duty status.

The use of leave may be impacted by collective bargaining agreements and personnel rules/policies. It is your responsibility to inquire if you have questions regarding the use of accrued leave or leave without pay.

Unclassified employees must use all accrued sick leave prior to requesting leave without pay while on FMLA/OFLA and may use accrued vacation leave.

Classified employees must use all accrued sick, vacation and personal leave before being placed on leave without pay while on FMLA/OFLA.

Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued working, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. Please note that you have no greater right to reinstatement than you would have had if you had been continuously employed during the FMLA/OFLA period requested.

The University must continue to pay its portion of your core (medical/vision, dental, and employee basic life) benefit premiums while you are on FMLA leave. While you are on leave with pay, you will continue to receive a paycheck and your 5% premium share and any optional benefits you normally pay will be deducted from your paycheck. If you go on leave without pay, the University must continue to pay their portion of your core medical/vision, dental, and employee basic life) benefit premiums. However, you will be required to self-pay your 5% premium share any optional benefits. You will be asked to make



arrangements with Human Resources to continue paying for any optional insurance plans you elect to continue.

If you return to work during the 12 weeks allowed under FMLA leave or the next scheduled working day after the FMLA period ends, active benefit coverage will be reinstated the first day of the next month. If you do not return during or immediately after the 12-week period, coverage reinstatement will depend upon your classification. Classified employees must have at least 80 hours in the pay period in which they return to qualify for benefits for the following month.

You may also be covered by collective bargaining agreements and/or personnel rules/policies that are different than the federal FMLA. In some cases, because of these rules/policies, you may be entitled to more leave than is normally available under FMLA. The University must comply with the provisions which are most advantageous to the employee. Leave under collective bargaining agreements and personnel rules/policies will run concurrently with leave available under FMLA.

<u>BENEFITS PROVIDED:</u>	<u>FMLA</u>	<u>OFLA</u>
Job Protection Rights	YES	YES
CORE Benefits	YES	NO
<u>PROVIDES TIME OFF FOR:</u>	<u>FMLA</u>	<u>OLFA</u>
Care for newborn child, adoption/foster care placement – both maternal and paternal	YES	YES
Family member serious health condition	YES	YES
Parents-in-law covered:	NO	YES
Same-sex domestic partners covered	NO	YES
Employee serious health condition	YES	YES
Female employees may take an additional 12 weeks of leave for pregnancy-related health conditions	NO	YES
Child with minor illness requiring home care	NO	YES
Either parent may take 12 additional weeks for this reason	NO	YES
<u>ELEGIBILITY</u>	<u>FMLA</u>	<u>OFLA</u>
180 days of employment; no hours test	NO	YES*
180 days of employment and must be working 25+ hours per week	NO	YES
12 months of employment <u>AND</u> Exempt employees .50 FTE+ Non-exempt employees 1,250 hours worked in last 12 months	YES	N/A
* only for care for newborn child, or adoption/foster care placement.		

Online Employment Tools and Security

Online Employment Tools

Wolf Web

Wolf Web is a secure way for employees to view personal information and payroll data stored in the University's Human Resources Information System. Information including your pay stubs, W-2's, payroll address, benefits, deductions, W-4 selection, job record, and more can be viewed via Wolf Web. Only you have access to view your own information.

To access Wolf Web, login to your Portal and select the green Wolf Web icon on the top of the page. You may also access Wolf Web via www.wou.edu/wolfweb.

If you have any questions or problems with Wolf Web, please contact our office.

Web Time Entry

Web Time Entry is an online platform available to some employees to enter their timesheet data each month. You will receive a special notice from Human Resources when you are enrolled in this program. When enrolled, you will be able to view your leave accruals and historical leave use.

Security

DUO

As an employee of Western Oregon University, you can access sensitive information. To protect this data, DUO is available to all employees. DUO is a two-factor authentication for Portal and other WOU applications that can reduce the risk that phishing attacks and data breaches have on your account and protect WOU's data.

If you would like to enroll in DUO, please contact University Computing Solutions.

-Human Resources

**IMPORTANT INFORMATION ABOUT YOUR BENEFITS UNDER
THE OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
("PERS")**

You are, or soon will be, eligible to establish membership in the Oregon Public Service Retirement Plan ("OPSRP"), which consists of both a pension program and an Individual Account Program ("IAP"). Once you have established membership in OPSRP, your retirement contributions and benefits are based upon the salary your employer pays you, but only to the extent your salary is taxable in Oregon as determined under Oregon law.

The statutes that establish the rules for OPSRP (ORS Chapter 238A) currently define eligible salary to only include compensation paid by a PERS employer that is **taxable in the state of Oregon** and paid during a period of qualifying service. Therefore, if your salary is not taxable in the state of Oregon, it will not be counted as eligible salary for contributions to the OPSRP pension and IAP programs, and will not be included in "final average salary" used to calculate retirement benefits *under the pension program*.

You should carefully review the information in your benefit packet before making any decisions regarding your retirement benefits. If you have any questions about this notice or PERS benefits, please contact Michelle Sides at 503-838-9390. If you have questions about whether your current or future compensation is taxable in the state of Oregon, you should consult with your tax advisor.

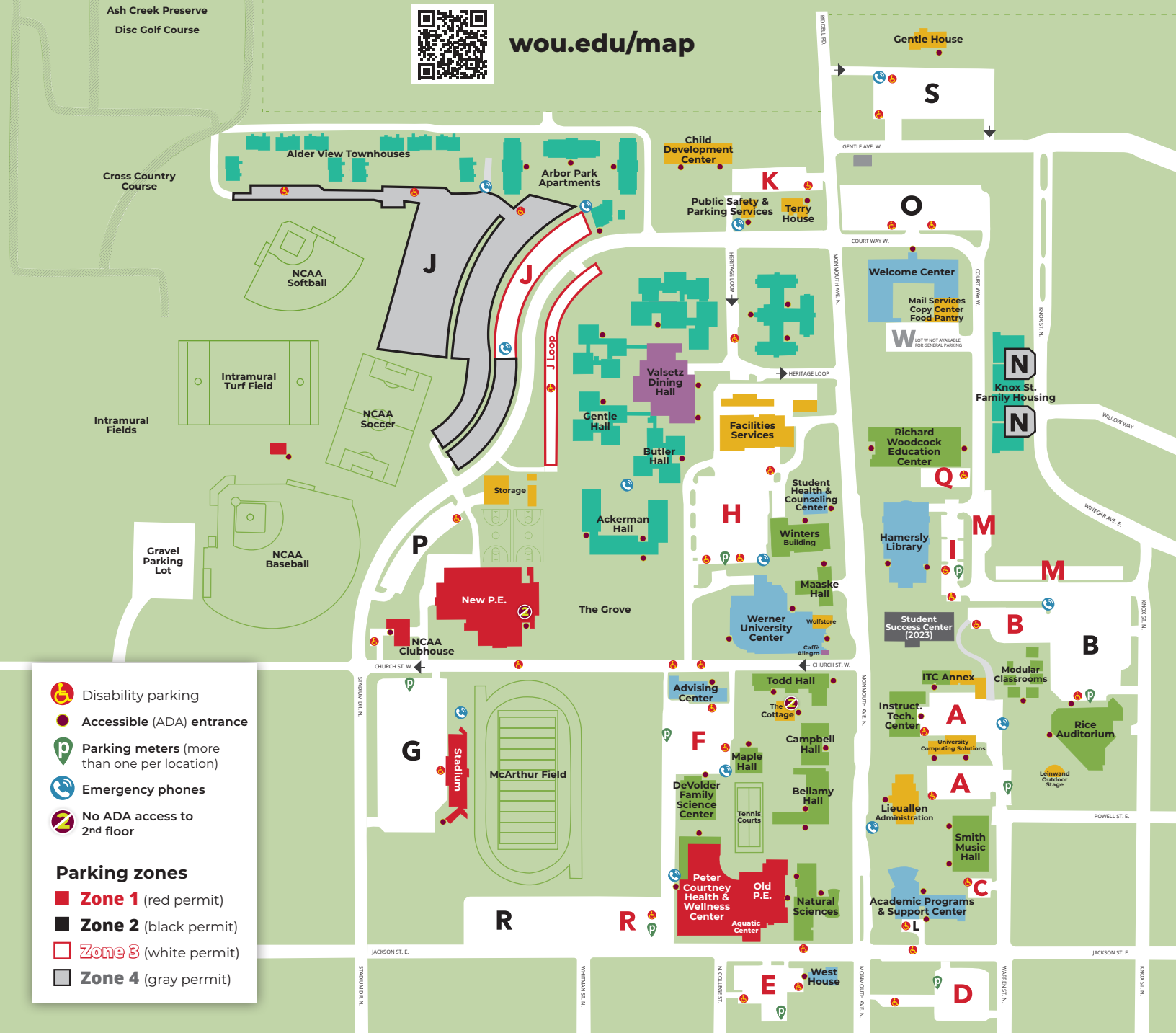
Parking: Buy a \$2 day parking pass at Public Safety or in the Lieuallen Administration building. Or pick up a free guest pass from the building you're visiting.

Short term parking: Look for coin-metered spots across campus, or the 15-minute and 20-minute spots along Monmouth Ave. N. and Church St. W.

503-838-8267 • parking@wou.edu • wou.edu/parking



wou.edu/map



Athletic facilities

- Aquatic Center
- McArthur Field
- NCAA Clubhouse
- New P.E.
- Old P.E.
- Peter Courtney Health and Wellness Center

Classrooms

- Bellamy Hall
- Campbell Hall
- DeVolder Family Science Center

- Instructional Technology Center
- Maple Hall
- Maaske Hall
- Modular Classrooms
- Natural Sciences
- Peter Courtney Health and Wellness Center
- Rice Auditorium
- Richard Woodcock Education Center
- Smith Music Hall
- Winters (Math/Nursing)

Food service

- Caffè Allegro
- Valsetz Dining Hall

Residence halls

- Ackerman Hall
- Alder View Townhouses
- Arbor Park Apartments
- Barnum Hall
- Butler Hall
- Gentle Hall
- Heritage Hall
- Knox St. Family Housing
- Landers Hall

Student support

- Academic Programs & Support Center
- Advising Center
- Hammersly Library
- Student Health & Counseling Center
- Welcome Center
- Werner University Center
- West House

Other

- Child Development Center
- Copy Center

- The Cottage
- Facilities Services
- Food Pantry
- Gentle House
- Leinwand Outdoor Stage
- Lieuallen Administration
- Mail Services
- Parking Services
- Public Safety
- Terry House
- University Computing Services
- Wolfstore

2021-22 Parking Services

Parking Services: **503-838-8267**

Campus Public Safety: **503-838-8481**
wou.edu/parking

No permit enforcement *after 6 p.m.*

Parking availability

Approximately 2,400 individual parking spaces are available on the 157-acre Western Oregon University campus for the convenience of faculty, staff, students and guests. 20 paved lots, strategically located, are always open. Metered spaces for guests and short-term parking are marked in each major lot.

Parking privileges

Use of parking lots is extended to all employees and students of Western Oregon University. Authority to establish regulations governing the use of motor vehicles on WOU's campus is derived from Oregon Revised Statute (ORS) 352.360, action by the Western Oregon University Board of Trustees. Enforcement of these regulations is necessary to minimize congestion, maintain and enhance safety and security, and maximize the use of existing parking facilities. Permits are required except in metered spaces. Permits are available for purchase from Parking Services at Campus Public Safety.

GENERAL PARKING REGULATIONS

All members of the university community are responsible to read and know the regulations for driving and parking on campus. Any questions regarding these regulations should be addressed to Parking Services at 503-838-8267 or parking@wou.edu.

Parking on campus

- All vehicles parked in campus lots must display a current WOU parking permit.
- Lack of a parking space, or an overabundance of parking spaces, is not a valid excuse for violating any WOU parking regulation.
- Vehicles must be parked within indicated parking spaces.
- Parking in angled spaces is head-in-only.
- Permit, meter and correct lot requirements are enforced daily until 6 p.m. All other parking regulations are enforced 24/7 (24 hours per day/seven days a week).
- Permit, meter and correct lot requirements are suspended during the following holidays: New Year's Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day after; and Christmas Day when classes are suspended.
- If a driver leaves the scene while being issued a citation, it will be recorded and the registered owner will be responsible for the fine.

Disabled parking

Parking spaces for persons with disabilities meets or exceeds the state requirements of ORS 447.233 for disabled parking availability. Violation of these statutes will result in a fine as specified in ORS 811.625. Persons with disable placards, permits or license plates are required to purchase or have on their vehicles a valid WOU parking permit.

- Those with a state issued disability placard or a temporary disability placard (issued by Parking Services) and valid WOU permit are allowed to park in any disability spaces in any lot on campus.

- If someone has a state issued disability placard, they are allowed to park in a meter space without paying the meter. The state issued disability placard must be displayed.

Driving on campus

- The speed limit in all campus parking lots is 10 miles per hour.
- Observe speed limits, barricades, bicycle lanes, crosswalks, traffic signs and disabled spaces.
- Driving or parking vehicles, bicycles, motorcycles, mopeds, scooters or other motorized vehicles on sidewalks and lawns is prohibited (service vehicles exempted).

Other regulations

- Metered spaces are for drivers who do not possess a valid campus permit. Unless there is valid time on the meter, permitted and "E" plate vehicles may not park in metered spaces. Vehicles at meters are checked and subject to citation every two hours, Monday through Friday until 6 p.m. **Note: even if you have a permit, you must still pay at metered locations.**
- WOU assumes no liability for personal injury or for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus.
- Bike lockers are available for rent on either a term or yearly basis. They are located behind Bellamy Hall, Academic Programs & Service Center, Lieuellen Administration and Education.
- Bicycles (with the exception of Public Safety officer bikes) are not permitted in buildings at any time.
- Persons whose vehicles have broken down on campus must notify Public Safety immediately to avoid citation. Officers will attempt to aid those individuals.
- Major mechanical repairs to vehicles on campus are prohibited.
- Vehicles abandoned or inoperable on campus for more than 72 hours may be towed at owner's expense. Unlicensed vehicles and those with expired vehicle registrations will be considered abandoned and subject to removal at the owner's expense.

Penalties and fines

	Fine*
• No permit (6 a.m. to 6 p.m. / Monday-Friday)	\$35
• Reserved space/loading/15- or 30-minute zones	\$35
• Fire lanes and driveways	\$50
• Misuse or altered permit	\$45
• Expired meter	\$25
• Parking on grass/sidewalks	\$35
• Failure to comply with street/lot signs (stop, yield)	\$40
• Not a designated stall	\$20
• Wrong lot	\$15
• Permit not properly displayed/affixed to vehicle	\$15
• Vehicle impoundment/boot	\$75
• Disabled space (ORS 811.615)	\$165
• Blocking disabled space/area	\$55
• Other	\$25

*If not paid within 10 business days, an additional \$10 processing fee will be charged.

OBTAINING A PERMIT

A variety of permits are available to suit the various parking needs of faculty, staff, students and guests. Permits are serialized and must be used on the vehicle that a driver registers at the time of purchase. There are several types of permits that may be purchased.

Decal permits

Permits are available for purchase online. Decal permits have an adhesive backing and must be permanently placed on the outside of the vehicle on the left rear bumper or left rear window to be valid and avoid citation. Hangtag permits must be hung on the rearview mirror facing the front windshield and clearly visible from the outside. Do not tape to the inside of the windshield. Please remove the hangtag from the mirror when driving. Decal permits are available to faculty, staff and students as follows:*

ZONE 1 (Red permit, may park in **ZONE 1** or **ZONE 2** lots)

Fall term: \$150/\$162 (full academic year)

Winter term: \$120/\$132 (prorated)

Spring term: \$90/\$102 (prorated)

Summer term: \$60/\$72 (prorated)

ZONE 2 (Black permit, park in **ZONE 2** lots only)

Fall term: \$60/\$72 (full academic year)

Winter term: \$55/\$67 (prorated)

Spring term: \$45/\$57 (prorated)

Summer term: \$40/\$52 (prorated)

ZONE 3 (White permit, may park in any **ZONE 3** OR **ZONE 4** lots)

Fall term: \$125/\$137 (full academic year)

Winter term: \$110/\$122 (prorated)

Spring term: \$95/\$107 (prorated)

Summer term: \$80/\$92 (prorated)

ZONE 4 (Gray permit, may park in **ZONE 4** lot only)

Fall term: \$60/\$72 (full academic year)

Winter term: \$55/\$67 (prorated)

Spring term: \$45/\$57 (prorated)

Summer term: \$40/\$52 (prorated)

All secondary permits: \$10

All replacement permits: \$10/\$22

Note: \$XX/\$XX = (Decal/Hang Tag)*MOTORCYCLE ONLY PERMITS** (**ZONE 1** only)

Fall term: \$80 (full academic year)

Winter term: \$75 (prorated)

Spring term: \$70 (prorated)

Summer term: \$65 (prorated)

TERM PERMITS (12 weeks): **ZONE 1**: \$100; **ZONE 2**: \$40

Term and zone must be written on the Loaner/day permit along with the amount being charged before being provided to the individual.

MONTHLY PERMIT (31 days): \$30, **ZONE 2** only**WEEKLY PERMIT** (five days): \$10, **ZONE 2** only**DAILY PERMIT**: \$2, **ZONE 2** only

You can upgrade from a **ZONE 2** to a **ZONE 1** permit but you cannot downgrade from a **ZONE 1** permit to a **ZONE 2** permit. The cost is the difference between the two permits at the time of the upgrade.

Other permits

SECONDARY VEHICLE PERMIT. If you periodically drive an alternate vehicle, you may purchase a secondary permit with proof of original vehicle registration. Both vehicles must be registered to you or your parents. If the permitted vehicle is registered to another student/staff/faculty or their family your account will automatically be charged the amount of the full year permit at the time the permit was purchased. If both vehicles are on campus at the same time, original full-year permits are required on each vehicle. You may be cited for misuse of a permit if you do not have a registered full-year permit on file. Individuals with a hangtag permit are not allowed to purchase a secondary permit (unless it is for a motorcycle).

MOTORCYCLE/SCOOTER PERMITS. Special permits are available for purchase when parking in special motorcycle stalls, however a regular full-year permit must be purchased if using a regular vehicle space.

REPLACEMENT PERMIT. A replacement decal permit is required to be purchased for a new vehicle (if the old one is sold), if your permit is lost or stolen, or vehicle is damaged, requiring a new permit. Decal permits are not interchangeable between vehicles. The replacement permit must be returned if the owner requests a refund.

EMERITUS PERMIT. Retired faculty or staff with at least 10 years of service may apply to receive one free parking permit. Any additional permits must be purchased. No current employee or student may use an emeritus permit. (**ZONE 1**)

Loaner vehicle permit

If you have a primary decal permit, you may park an alternate vehicle on campus for up to 15 days per year at no extra cost. The loaner vehicle permit may be obtained at the Cashiers Office, Public Safety or the Residential Service Center. After 15 days, the permit owner will be notified via email. At this time a secondary vehicle permit or a day permit must be purchased to park on campus. All days used over the allotted 15 days will be charged to your account. Note: Hang tag permits are not eligible for a free loaner vehicle permit. A \$2 daily charge will be assessed.

Visitor/conference permits

GUEST PERMITS. These are available at the Campus Public Safety Office and most campus departments. They are provided at no charge to one-day visitors only. After the first day, one day permits may be purchased at the Cashiers' Office. (Persons who are staff, faculty or students or are here on official business are not considered guests.) Departments are responsible for ensuring their guests have parking permits. A guest can only be issued one permit within a 15-day timeframe. Valid in **ZONE 2** and/or **ZONE 4** lots only.

PARENT PERMITS. Permits are available at Public Safety at no charge. They are valid for 10 days per term and are only issued to parents. Parent (or Grandparent) permits are only issued by Parking Services and Campus Public Safety. Each parent (or Grandparent) can obtain a Parent permit each term. Free of charge, **ZONE 2** lots only

CONFERENCE/WORKSHOP PERMITS. Departments or organizations holding or sponsoring workshops, seminars, meetings or events are responsible for parking permits for participants. Group parking rates and permits are available at Parking Services and must be arranged in advance. Valid in **ZONE 2** lots only.

COMMUNITY MEMBER PARKING PERMITS. Free of charge, but must be renewed each term. Valid in **ZONE 2** lots only,

CHEMEKETA COMMUNITY COLLEGE PARKING PERMITS. Valid in **ZONE 2** lots only; however a WOU **ZONE 1** lot permit can be purchased in order to park in **ZONE 1** lots.

NO PERMIT ENFORCEMENT AFTER 6 PM.**Related parking information**

APPEALS. Persons wishing to appeal a citation may have it reviewed administratively or request to appear in person before the Parking Review Committee (fall through spring terms only). Full payment must occur prior to appealing the citation. All appeals must be received at Parking Services within 10 business days of the citation. Appeal forms may be obtained at the Cashiers Office, Public Safety or online. (Appeals will not be reviewed after 10 business days.)

COMPACT VEHICLE PARKING. Vehicles parked in spaces marked "COMPACT" must not exceed 5 feet 6 inches in height and 15 feet 6 inches in length.

MULTIPLE CITATIONS. When a vehicle has been issued a citation and the driver is aware of it and does not take steps to correct the violation immediately, a second citation may be issued.

OVERNIGHT PARKING. Because of limited parking spaces on campus and to manage the parking needs of the entire parking community, overnight parking is allowed in lots B, J, G, O, S only. No overnight parking is allowed in any other lots without authorization from Parking Services. Citations may be issued.

PARKING REVIEW COMMITTEE. The Parking Review Committee is comprised of faculty, staff and students. They are an advisory group to Parking Services and review citation appeals, and meets fall through spring terms. Parking recommendations may be submitted to: Parking Review Committee, Parking Services, Western Oregon University, 345 Monmouth Ave. N., Monmouth, OR 97361.

PERMIT REMOVAL If you need to remove a decal permit from your vehicle for any reason, apply heat to the permit using a hair dryer or similar device and begin peeling from one corner. It should remove easily, however it may not be legally placed on another vehicle. Return the permit to Parking Services if applying for a replacement permit or prorated permit refund.

RECREATIONAL VEHICLES (RVs). City of Monmouth ordinance prohibits RVs and trailers from parking overnight for the purpose of staying or dwelling in the vehicle while parked on campus. Temporary arrangements will be made in a designated area.

TEMPORARY DISABILITY PERMITS. Permits for mobility-type injury or illness may be issued upon request from Parking Services. If requested for more than a week, a note from your physician is required.

TOWING/BOOTING. Vehicles may be booted or towed at the owner's expense for unpaid citations; stolen or misused permit; arrest for criminal trespass or in violation of ORS criminal incident; if an emergency exists; blocking vehicle or pedestrian traffic; and/or abandoned vehicle.

UNPAID FINES. Failure to pay fines will result in fines being placed on accounts receivable (subject to interest on account balance) and notification to Oregon Department of Motor Vehicles, Oregon Department of Revenue and collection agencies when applicable. A \$10 fee is added if the fine is not paid within 10 business days of the issue date of the citation.

VEHICLE ASSISTS. Campus officers may assist drivers with battery jumps, unlocks, flat tires and gas can loans if the vehicle is parked on campus property with a valid permit. Drivers must sign a release of any liability to WOU and its employees. Identification must be provided and the driver present at the scene.

VEHICLE MESSAGES. If a motorist wishes to inform an officer or attendant about a vehicle or arrangements regarding parking, he/she must contact Parking Services or Campus Public Safety with the information to avoid citation. Officers are not at liberty to respond to notes left on vehicles to avoid citation.

TERM, MONTH, SECONDARY AND REPLACEMENT PERMITS ARE NOT REFUNDABLE.

PERMIT REFUNDS. Permit refunds for decal full-year permits are provided on a prorated basis through winter term only, with the return of all permits. If a permit is issued and returned for a refund a \$10 service charge will be charged. If a permit is still in the original packaging and can be re-issued then a full refund will be issued.

Free guest parking passes

If you're just visiting us for the day - or even a couple of hours - pick up a free guest pass from the building you're visiting. Campus Public Safety is open 24 hours a day, seven days a week. If a guest parking pass is needed before, during or after hours stop by Campus Public Safety to obtain one. Contact Parking Services at 503-838-8267 or email parking@wou.edu. For more information on parking options, go online to: wou.edu/safety.

Payroll deduction

Faculty and staff will need to take advantage of the Payroll Deduction Plan. **All permits will be payroll deduction.** You may select a one-time deduction or make payments over three months. A secondary permit may be purchased using payroll deduction one time only.

NEW PARKING FEES AND LOT DESIGNATIONS:

DECAL PERMIT FEES

ZONE 1	Decal	Hangtag	MC
Full year (Oct. 1 to Sept. 30)	\$150	\$162	\$80
Winter-summer	\$120	\$132	\$75
Spring-summer	\$90	\$102	\$70
Summer	\$60	\$72	\$65

ZONE 2	Decal	Hangtag	N/A
Full year (Oct. 1 to Sept. 30)	\$60	\$72	
Winter-summer	\$55	\$67	
Spring-summer	\$45	\$57	
Summer	\$40	\$52	

ZONE 3	Decal	Hangtag	MC
Full year (Oct. 1 to Sept. 30)	\$125	\$137	\$80
Winter-summer	\$110	\$122	\$75
Spring-summer	\$95	\$107	\$70
Summer	\$80	\$92	\$65

ZONE 4	Decal	Hangtag	N/A
Full year (Oct. 1 to Sept. 30)	\$60	\$72	
Winter-summer	\$55	\$67	
Spring-summer	\$45	\$57	
Summer	\$40	\$52	

ALL ZONES	Decal	Hangtag	N/A
Secondary permits	\$10	N/A	\$10
Replacement permits	\$10	\$22	\$10

MISCELLANEOUS PAPER PERMIT FEES

Term permit (12 weeks)	\$100 (ZONE 1) \$40 (ZONE 2)
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Zone 2 only:

Monthly permit (31 days)	\$30
Weekly permit (five days)	\$10
Daily permit	\$2

Bike locker rental

Term permit	\$20
Annual	\$60
Deposit (refundable)	\$25

WOU is an accredited, affirmative action, equal opportunity institution of higher education. "Request for Accommodation" forms should be submitted in advance to Parking Services, 503-838-8267.



No permit enforcement *after 6 p.m.*

