

**UW-EXTENSION ADMINISTRATIVE POLICY
PARKING INFORMATION
FOR MADISON BASED FACULTY AND STAFF**

While UW-Extension is responsible for distributing parking application forms and establishing priority criteria for Extension personnel, the actual allocation of parking lot assignments is made by the UW-Madison Transportation Services Department. All university parking lots available to UWEX staff are operated by the UW-Madison Transportation Services Department. UWEX does not have a specific allocation of parking spaces available for use by Extension faculty and staff.

All parking assignments are reviewed on an annual basis with the parking year beginning on September 1st and ending the following August 31st. Parking applications are automatically mailed to those staff who have an assigned parking lot or who are on a waiting list. Each May the UWEX Parking Coordinator publishes a parking information packet describing the process required to obtain a parking lot assignment for the following parking year.

If you do not have a lot assignment or are not on a waiting list and wish to apply for parking in a university lot, please contact your divisional parking coordinator for an application at any time.

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Each person applying for parking is assigned an UWEX priority number based on years of service and annual salary. The priority number is determined by multiplying years of service times 25, and adding the first three digits of annual salary. The applications are then ranked with the highest total points receiving the highest priority number. This listing is submitted to UW-Madison Transportation Services where all parking lists are merged into one campus-wide list through the assignment of a percentile ranking for each applicant. The campus-wide list determines the order in which lot assignments are made.