

**Commute**  
Options and Parking  
*Choices that help you get there*



City of Los Angeles Personnel Department  
Employee Benefits Division  
***Commute Options & Parking Section***  
City Hall, Suite 867, Mail Stop 621  
200 N. Spring St., Los Angeles, CA 90012

DATE: \_\_\_\_\_

TO: Commute Options and Parking Section

FROM: Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Department \_\_\_\_\_

SUBJECT: List of Eligible Employees for Rotating Shift Permit (24 Hours)

I certify that the name (s) of employee(s) listed below qualifies for a rotating shift (24 hour) permit under Article 9 of the City of Los Angeles' Parking Memorandum of Understanding (MOU).

Name of Employee

Job Classification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

These employees are eligible for the rotating shift permit through \_\_\_\_\_.

I understand that according to Article 9 of the Parking MOU that the granting of a Rotating Shift Permit is based upon the assumption that an equal amount of time will be spent on each shift. If it is determined that an employee spends a disproportionate amount of time on one shift of another 12-month period, then Commute Options and Parking reserves the right to revoke/or not renew an employee's Rotating Shift Permit.

(Please attach a separate page if you have additional names.)