Sample Workplace Charging Policy to Share with Employees

Parking spaces with EV charging stations for plug-in electric vehicles (EVs) are available on a first come, first serve basis for all employees in accordance with the following Use Policy and Guidelines.

There is no fee for using the EV charging stations.

Use Policy

• Employees who wish to utilize the EV charging stations must limit charging time to no more than 4 hours per day if the EV charging station is a Level 2 station. Employees who wish to utilize the EV charging stations must limit charging time to no more than 8 hours per day if the EV charging station is a Level 1 station.
• When your charge is complete, move your vehicle so other employees can use the charging station.
• By using the EV charging stations, the EV owner consents for the vehicle to be unplugged when the EV charging station or vehicle indicates that the vehicle is fully charged.
  o This will better enable vehicles parked adjacent to EV charging station marked spots to also have the opportunity to charge.
• For large workplaces: Any employee who wishes to utilize the EV charging stations must first register with the building and grounds department and obtain an employer-issued car tag that must be displayed in the vehicle.

Guidelines

• We encourage EV owners who park in spaces adjacent to the EV charging stations to open their charge-port covers to let other EV owners know they are allowed to plug in your vehicle when they are done.
• Charging cords and charging station status indicators have matching identification numbers to show which cord goes with which charging station. Neatly replace the charging cords when finished. Cords left on the ground are safety hazards.
• For large workplaces: A list of registered EV owners by building is available on the company intranet.

Helpful information about the workplace charging program and EVs can be found on the intranet at [web address].

Please contact [XXX] at [phone number] with any questions.