

Sample Workplace Charging Policy

Parking spaces with charging stations for plug-in electric vehicles (PEV) are available on a first come, first serve basis for all employees and visitors in accordance with the following Use Policy and Guidelines. There is no fee for the vehicle charge.

Use Policy

- All employee vehicles that are parked on campus must be registered in the Vehicle Registration System and display an employer-issued car tag before they can use the charging stations. Qualifying vehicles are issued special Eco-Commuter car tags, which come with additional parking benefits.
- Employees parking in the Eco-Commuter spaces must limit charging times to no more than 4 hours per day. Employees may also use these spaces for no more than 4 hours to wait for available charging stations. Combined waiting and charging times may exceed 4 hours.
- By using the charging stations, the PEV owner consents for their vehicle to be unplugged when the charging station indicates their vehicle is fully charged. This will better enable vehicles parked adjacent to existing charging stations the opportunity to charge. Authorized personnel may disconnect your vehicle at any time.

Guidelines

- Do not count on workplace charging stations being available when making a decision to purchase a PEV. Your purchase decision should be based on your ability to charge at home and convenience of publicly available charging stations.
- Do not use charging stations if you can drive your entire commute on electricity with charging at home. We encourage PEV owners who park in spaces adjacent to the charging stations to open charge-port covers to let other PEV owners know they are allowed to plug in your vehicle when they are done. When your charge is complete, move your vehicle so other employees can use the charging station.
- 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.
- A list of registered PEV owners by building is available on the company intranet. The workplace PEV community can use this list to collaborate on ideas how to better share campus charging stations.

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

Please contact Security and Safety at [phone number] with any questions.