




EMPLOYEE ELECTRIC VEHICLE CHARGING

POLICY NUMBER: Section 15-	EFFECTIVE DATE: 11/1/22
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CITY MANAGER APPROVAL: 	DATE: 11 / 1 / 22

PURPOSE AND SCOPE

This policy applies to all City of Newport employees.

POLICY

Definitions

Electric Vehicle

Electric Vehicles (EV) with rechargeable batteries with the wheels powered by the electric motor; Plug-in Hybrid Electric Vehicles (PHEV) with a rechargeable battery/electric motor in combination with an internal combustion motor to power the vehicle. Also refer to Zero Emission Vehicle.

Electric Vehicle Charging Station

Any device that delivers electric power to charge an Electric Vehicle. Includes electric outlets that an agency allows employees or the public to access for charging EVs as well as installed charging devices such as:

- Level One, 110/120-volt dedicated charging devices

Public Charging Stations

Only electric vehicles may use the EV parking spots.

Parking spaces with charging stations are available on a first come, first serve basis for the general public and all employees, in accordance with the Policy and Guidelines.

During normal business hours, electric vehicles must be moved from the charging station stall once charging is complete or after four hours, whichever comes first.

The user shall neatly replace the charging cords when finished. Coil the cord onto the station when completing the charge. Any visible damage to the charging station or cord should be reported immediately to the City Manager's Office.

Vehicles that are non-electric or electric vehicles not being charged are not allowed to be parked in the EV parking spots.

Any vehicle parked in the charging station stall must be actively charging. If the charging event is complete, the user must vacate the stall. The vehicle time allotted in the charging station stall is limited to four hours.

Vehicles need to be legally parked for charging.

Payment for the use of the charging station will be fully paid by the employee.

Failure to follow the policy and guidelines will result in termination of the user's workplace charging program enrollment.

Accessing City Power (110/120V)

Employees must pay a minimum monthly charge to access city-owned power for charging vehicles.

The vehicle power cord must be the property of the employee.

Level-1 (110/120V) charging of vehicles will be charged \$10 per month.

Employees will be required to complete an Employee Electric Vehicle Charging Application.

Employees will be required to sign a Payroll Deduction Authorization form. Payroll deductions for charging are made in arrears and are post-tax.

The rate per month will not be prorated due to employee absence, vacation, and early termination of this agreement, or for any other reason within a calendar month.

Vehicles need to be legally parked for charging.

Employee safety is the highest concern addressed by the policy and emphasized as a priority to all EV charging station users. Although the charging station has many built-in safety factors to minimize the potential for electrical injury, tripping hazards and other cord management issues can be problematic. Do not route the power cord where it could be a hazard to others.

- Any place the charging cord crosses pedestrian traffic areas, the employee must provide and use a high visibility cord cover to prevent cord damage and trip hazards.
- The charging cord must be plugged into an exterior outlet.
- The exterior outlet must be within reasonable proximity to the vehicle being charged.
- No daisy chaining of power cords will be allowed.
- Vehicle charging cords must be the property of the employee.

Employee vehicle charging cords may be inspected by the city periodically and if found to be damaged or worn, the use of city charging may be revoked until the power cord is replaced or properly repaired.

Failure to observe these rules may result in the loss of charging privileges.

RESPONSIBILITIES FOR VEHICLES BEING CHARGED

The city assumes no responsibility or liability for damage to vehicles using the electric vehicle charging stations.

Users may not hold the city responsible for any damage or theft that occurs to their vehicle or associated charging equipment while actively charging or parked in an electric vehicle charging station stall. The user accepts any risks associated with the use of the Electric Vehicle Supply Equipment (EVSE).