

## Sample Municipal Workplace Charging Agreement

This document constitutes an agreement between [organization] and the employee allowing the employee to use department resources to charge their personal electric vehicle under the following terms and conditions:

1. Allowing employees to use department resources to charge their personal vehicle is intended for the current convenience of the department and the employee and is not intended to serve as the employee's primary charging strategy or resource.
2. Employees are solely responsible for all fees, charges, fines or late fees, and accept responsibility for any and all risk associated with using department resources to charge their personal vehicle.
3. Employees may only charge their personal vehicle at a charging station or outlet provided for employee use, and are not permitted to charge their personal vehicle by other methods such as using an extension cord from a random outlet.
4. City vehicles have priority at charging stations intended primarily for City vehicle use, and the employee may be required to move their vehicle for such purpose.
5. Employee use of charging stations intended primarily for City vehicles may be limited to normal business hours of 8:00 a.m. – 5:00 p.m. Monday through Friday.
6. Charging stations provided for employee use are available on a first-come first served basis only. This agreement does not constitute a guarantee that a charging station will be available or require that one be made available for the employee's use.
7. Employees may be required to move their vehicle if they will be absent from the area of the charging station for an extended period, or if their vehicle is fully charged.
8. Where required, the employee must pay any parking fees in addition to any charging fees.
9. Employees may pay per use charging fees via the method accepted at the location. Where a charging fee is established based on available calendar days of use rather than per use, such fee must be paid by payroll deduction, and this agreement shall serve as authorization of such deduction.
10. The department has the discretion to set charging rates, and/or to terminate this agreement at any time.

By my signature below, I affirm that I understand and agree with the above. I further understand and agree that continuation of this agreement is subject to the above requirements and any that may be added by attachment to, or modification of the agreement. Where required, my signature below shall authorize payment of any fees by payroll deduction.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director's Approval

\_\_\_\_\_  
Date

*Forward a copy of approved or terminated agreements to the department's Human Resources Office.*