



Employee Electronic Vehicle Charging Application

EMPLOYEE INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Department: _____ Division: _____

Phone: _____ Email: _____

VEHICLE DESCRIPTION

Vehicle Year/Make/Model: _____ Plate Number: _____ State _____

Vehicle Battery Capacity: _____ (Required)

I hereby request:

- Level 1 charging for a vehicle with a battery capacity of 110/120V or less; \$10 per month.

CHARGING GUIDELINES

ACCEPTANCE OF AN EV CHARGING ASSIGNMENT INCLUDES A SIGNED AGREEMENT TO ADHERE TO THE CHARGING GUIDELINES RELATING TO ALL EV CHARGING AS FOLLOWS:

ACCESSING CITY POWER

Employee power cords must be of a sufficient gauge and quality compatible with EV charging.

If power cord use is approved the following will apply:

- Any place the power cord crosses pedestrian traffic areas, the employee must provide and use a high visibility cord cover to prevent cord damage and trip hazards.
- Power 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.
- The vehicle power cords must be the property of the employee.

Employee power 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 cord is replaced or properly repaired.

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

POST TAX PAYROLL DEDUCTION AUTHORIZATION

Employees must pay a minimum monthly charge to access city-owned power for charging vehicles. Level-1 (110/120V) charging of vehicles will be charged \$10 per month.

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.

SIGNATURE

I hereby authorize the City of Newport to deduct from my salary or wages by virtue of my employment with the City of Newport, all sums owed to the City of Newport for use of the EV charging infrastructure I have been authorized to utilize. I understand that the charge may increase or decrease. Payroll deductions for EV charging are made in arrears and are post-tax. This request and authorization shall remain in force until canceled by me or the city in writing.

Signature: _____ Date: _____