

Employee Electric Vehicle Charging Application

Employee Name _____ Employee ID# _____
Last First MI

Agency Name _____ Agency Number _____

Division/Section _____

Worksite Address _____
Street/City/Zip

Work Phone _____ Email _____
For events & issues related to your assignment

YOUR VEHICLE DESCRIPTION:

Vehicle Year/Make/Model _____ State _____ Plate _____

Vehicle Battery Capacity _____ (required)

Charging Site (charging address) _____

Agency PCA# _____ (designate building/section where monthly charge accounted to; if blank = 81900)

For DAS-owned buildings not controlled by State Parking, requests to access EV infrastructure will be evaluated and approved through the DAS Safety Manager and DAS Operations & Maintenance. For non-DAS buildings and sites, approval from your agency is required to access the EV Charging infrastructure. *This approval must come from your agency's Safety or Risk Manager. Approved by:*

Title: _____ Signature: _____ Date: _____

Employees must pay a minimum monthly charge to access state-owned EV charging. [ORS 276.255](#) requires the state to recover the costs to provide EV charging. For full charging of vehicles with a battery capacity of greater than 10kWh, the minimum rate is \$20 per month. For full charging of vehicles with a battery capacity of less than 10kWh or half-day, Level 1 only charging of vehicles with larger battery capacities, the minimum charge is \$10 per month.

The rate per month may be higher at some sites depending on cost to install and maintain the infrastructure provided. 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. Please refer to [Statewide Fleet Management policy 107-011-040](#), Section XIV.

I hereby request:

Full day Level 1 or Level 2 charging for a vehicle with a battery capacity of 10kWh or less; \$10 per month.

Or

½ day Level 1 or Level 2 charging for a vehicle with a capacity of more than 10kWh; \$10 per month. By requesting ½ day charging I agree that I will ensure my vehicle is only consuming a maximum of 10kWh of electricity per day. Failure to comply with this limit may result in revocation of all current and future EV charging privileges and parking assignments with DAS Parking Services.

Or

Full day Level 1 or Level 2 charging for a vehicle with a battery capacity greater than 10kWh; \$20 per month.

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EV CHARGING GUIDELINES AND INFORMATION

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

- Assignment of EV charging privileges will be on a first come, first served basis.
- Employees may charge their vehicles **only** at electrical outlets and EV chargers designated for their use by their agency.
- Extension cords may be used only by permission of the agency safety manager and must be of a sufficient gauge and quality compatible with EV charging.
- If extension cord use is approved, for any places the cord crosses pedestrian traffic areas, the employee must provide and use a high visibility cord cover to prevent cord damage and trip hazards.
- Employee cords may be inspected by the agency periodically and if found to be damaged or worn, the use of state charging infrastructure may be revoked until the cord is replaced or properly repaired.
- When assigned use of a Level 2 charger, employees may be required to share the charger and move their vehicle after their vehicle has reached full charge or after a specified length of time for other employees to use the same charger. Sharing a charger does not reduce the rate per month an employee pays.

I understand that EV charging is regulated by the Department of Administrative Services and is subject to the provisions of [ORS 276.255](#), [Statewide Fleet Management Policy 107-011-040](#), and the general rules listed below or on the reverse of this form. In addition, my agency may have additional conditions or policies related to EV charging. By accepting an EV charging assignment made by the Department, I agree to abide by these laws, policies, rules, and conditions. I further understand that failure to abide by these rules and laws may result in citation, prosecution and/or loss of charging privileges.

Post-tax Payroll Deduction Authorization

I hereby authorize DAS to deduct from my salary or wages due me by virtue of my employment with the State of Oregon, all sums owed to the State of Oregon 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 in writing or by email to the Department of Administrative Services, State Parking: state.parking@oregon.gov.**

Employee Signature _____ Date _____

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| OFFICE USE ONLY | |
| \$20 Monthly Rate _____ Ded. Code: PKXN 109 Or | \$10 Monthly Rate _____ Ded. Code: PKXN 108 |
| Effective Date _____ | Payroll Notification _____ |