

Personnel

Employee Use of Electric Vehicles (EV) Chargers

Purpose

The Stockton Unified School District (“District”) strives to reduce its carbon footprint in order to mitigate the District’s impact on the environment. As a result, the District is providing Electric Vehicle (EV) Charging Facilities for the exclusive use of its employees to encourage the use of electric cars and plug-in hybrid cars.

This policy outlines the guidelines, responsibilities, and conditions under which employees may utilize the EV Charging Facilities. Currently, the District provides EV chargers at no cost, however, this policy is subject to change, and the District is authorized to charge fees for the use of the EV Charging Facilities.

Authority

The District reserves the right to establish and enforce all EV charging policies. Rates and terms may be updated at the sole discretion of the District without advance notice.

Types of Chargers

The District’s EV charging stations are for self-service use by eligible employees for personal electric vehicles only. The use of EV charging facilities by unauthorized parties or vehicles is strictly prohibited.

Assessment Methodology

Hourly EV charging rates are applicable to all authorized employees. The District may calculate EV charging rates by considering the costs of installation, operation, maintenance, repair, and electricity associated with the EV Charging Facilities. Employees will be notified of the current EV charging rates when completing the Application and Waiver Submission. The District may adjust rates periodically.

Collection Procedures

Charging fees will be calculated based on the number of hours the employee utilizes the EV Charging Facilities.

Charging Log

Employees will pay for their usage of the EV Charging Facilities via the credit card system on the EV charging pedestal.

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Application Process

Employees must complete and submit both the Electric Vehicle Charging Agreement and Release from Liability Form (Exhibit 4040.71) and the Application and Waiver Submission (Exhibit 4040.72) before charging privileges are granted. Employees may not begin using the EV Charging Facilities until the District processes the applicable documentation.

Enforcement and Penalties

If an employee or designated administrator believes that a charging log is inaccurate, they may contest it by presenting evidence (e.g., affidavits, and documentation from facility staff) of the actual days of charging.

Transparency and Communication

Policy changes, updates to fees, and other relevant information will be communicated to employees through the District's internal channels.

Conditions of Use

Employee's use of the EV Charging Facilities is contingent upon adherence to the following conditions:

1. Compliance with Policies and Law: Employees must comply with this policy and all applicable laws.
2. Personal Vehicle Charging Only: Only personal vehicles owned by the employee are permitted. Charging for unregistered vehicles, or vehicles owned by third parties, is strictly prohibited.
3. Hourly Charging Fee: The hourly EV charging rate will apply to the hours the vehicle is plugged into the charger. This rate may be changed at the District's discretion without prior notice.
4. No Extended Parking: Vehicles cannot remain parked in the charging station location when not actively charging. This will allow for the use of the station by more than one employee, as needed.
5. Charging During Work Hours: Employees may only use charging facilities during their on-duty hours.
6. Verification of Charging Log: Site administrators may review and contest the accuracy of charging logs if discrepancies are suspected. Evidence may include written affidavits from business service staff.

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7. Site-Specific Charging Availability: Participation in EV charging at one site does not guarantee access at another District site, as availability may vary.
8. Intended Purpose: EV Charging Facilities shall only be used for their intended purpose.
9. Inspect Before Use: Employees using the EV Charging Facilities are responsible for inspecting the EV Charging Facilities before use. Employees shall refrain from using any EV charging station that appears damaged or broken in any way, and immediately report any operational or safety concern to the District.
10. Access Card: An RFID card will be issued for a one-time fee of \$10 to access and activate the charging stations. If lost or stolen the employee will be responsible for obtaining a new one.

Cancellation of Participation: Staff who no longer wish to participate in EV charging, change their District employment location, or change their type of vehicle may cancel their participation by filling out the lower portion of the application form, turn in RFID card, and submit to Business Services.

Adopted: 02/25/2025