



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

# Electric Vehicle Workplace Charging Policy

Adopted February 2019

## Scope

This policy applies to staff members, contractors, and volunteers of the Henrietta Public Library, ensuring that all visitors to the library have safe and fair access to the library's charging stations.

## Guidelines

- Workplace charging is only permitted at designated charging stations.
- All users of our electric vehicle charging stations must comply with signage and other instructions available at the charging station.
- All users of our electric vehicle charging stations will pay the posted rate.
- Staff members, contractors, and volunteers of the Henrietta Public Library are limited to two hours of charging time per workday. Staff members, contractors, and volunteers should arrange the best time to move their vehicle in or out of the charging station with their supervisor.
- Vehicles should only be parked in the electric vehicle charging parking spaces if they are charging.
- Staff members, contractors, and volunteers will be sharing the charging station with the many community members who visit our library every day. Do not count on the charging station being available to charge your vehicle to make your commute home.