

## ASI & SC Internet Reimbursement Policy

### PURPOSE

This policy provides authorization to reimburse Associated Students, Inc./University Student Center (ASI/SC) employees for personal internet costs during such times that ASI/SC employees are required and authorized to work from home during specific time periods and under specific situations.

### POLICY

The ASI and SC may expend funds to reimburse personal internet costs for employees who are required and authorized to work from home for an extended time period and during specific situations (to include emergency situations and/or when a telecommute agreement is in place.)

This policy was voted on and approved by the  
ASI Board of Directors on 05-12-2020  
SC Board of Directors on 05-14-2020

The following signatures by the ASI President and SC Chair verify the approval of the ASI and SC Board of Directors:

  
Maria Marquez (May 18, 2020)

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Maria Marquez - ASI President

\_\_\_\_\_  
Date

  
Melannie Castellanos (May 18, 2020)

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Melannie Castellanos - SC Chair

\_\_\_\_\_  
Date

*\* This policy may be amended by a two-thirds vote of the ASI & SC Board of Directors.*

## **PROCEDURE**

### **1.0 Definition(s):**

1.1 Extended Time Period – To be reimbursed for internet costs, employee must be ***required*** and authorized to work from home for a minimum of two (2) weeks. No reimbursement will be provided for employees working from home for less than a two-week period.

### **2.0 ASI/SC Personal Internet Service Provider Used for ASI/SC Business:**

2.1 Certain situations may arise when ASI/SC employee(s) are ***required*** and authorized to work from their private residences for extended time periods.

2.2 When ASI/SC business is required to be conducted from home, requiring employees' use of their personal internet connection/service to conduct ASI/SC business, the employee may receive reimbursement for either a portion or total amount of their monthly internet costs.

2.3 Prior to any reimbursement being provided, a telecommute agreement is required.

2.3.a Exception to 2.3: When an employee is abruptly and immediately ***required*** and authorized to work from home due to an emergency situation, reimbursement may be retroactive to the start date of working from home and prior to a telecommute agreement being signed by affected parties. A telecommute agreement will be signed as soon as reasonably possible, given the current situation.

### **3.0 When Reimbursement is Not Provided for Employee(s) Working from Home:**

3.1 When an employee has ***requested*** and been authorized to work from home for other than emergency situations (i.e. when the option of working at the employees' normal work location at the student center is available) reimbursement of internet costs will not be provided to the employee.