

Policy and Procedure

Internet for Business Use/Voluntary Hybrid Schedules

Effective Date: August 23,2021

San Diego State University Research Foundation (SDSURF) is happy to pilot voluntary hybrid work schedules for those employees approved to work at least 40% of their schedule in the office.

As remote work becomes voluntary, SDSURF wishes to clarify the types of services that are generally acceptable for reimbursement to support effective telework. **This policy establishes the rules and guidelines pertaining to internet service reimbursement.**

Each program administered by the research foundation has unique workforce needs specific to its mission and funding and may have a combination of employees with a variety of hybrid schedules. The applicability of the policy will be determined by the Principal Investigator (PI), or in the case of KPBS, The Campanile Foundation and Global Campus, by their respective leadership. Questions on applicability may be forwarded to SDSURF human resources at sdsurfhr@sdsu.edu.

Applicability

SDSURF employees who have been authorized by the appropriate PI or unit leader to voluntarily working from home within an approved hybrid schedule may be entitled to partial reimbursement of internet services based on a prorated formula and proof of the employee's monthly costs.

This policy applies to the voluntary telework required once SDSURF returns to in person work under the repopulation plan effective no later than August 23, 2021.

Purpose

The purpose of this interim policy is to clarify SDSU Research Foundation's internet reimbursement allowance guidelines. The following assumptions apply:

1. This policy will replace the interim policy implemented due to the COVID-19 global pandemic under the work from home/stay at home orders.
2. This policy is applicable to employees using internet and wi-fi to access business computing for work purposes during their approved hybrid schedule.

3. Employees may request a reimbursement for a portion of their internet and wi-fi costs that directly relate to SDSU Research Foundation business.
4. Allowances will not be provided for other related equipment. Employees should utilize Zoom or similar technology for necessary phone communications. Employees should contact their supervisor to discuss other arrangements if they are in a position where the type or volume of calls they make are not possible using Zoom.
5. The cost of the reimbursement will be allocated to the source of funding under which the employee is paid or to other discretionary funds identified by the PI as an alternative source for the expense.

Guidelines

The expense reimbursement for a portion of internet charges is generally tax-free and will be issued through Accounts Payable on a quarterly basis upon receipt of an internet reimbursement form approved by the PI or unit leadership.

- Monthly Service Charges: Expense reimbursement of internet service fees will be paid to the employee **based upon the actual cost of her or his service plan (refer to the calculation on the Authorization and Disbursement Request for Business-Related Internet Service Reimbursement form)**. The employee is required to attach a copy of her or his monthly service plan statement and a certification to the effect that it is representative of what she or he paid in the previous quarter.
 - The percentage reimbursement varies based on the number of individuals in the employee's household using the internet. Please provide additional justification if excess usage is needed.
 - To avoid a taxable transaction for an employee, the reimbursement shall not exceed the actual cost of the service fees incurred.
 - The first request can cover the period August 23, 2021 through December 23, 2021. Subsequent requests should be made on a quarterly basis.

Employees should contact their supervisors with questions related to their requests for reimbursement. PIs should contact their grant specialist with questions related to the allowability of these costs on individual grants and contracts.

Questions regarding completion of the related forms or computation of the reimbursement should be directed to Accounts Payable at sdsurfap@sdsu.edu or at (619) 594-6891.