

ASI COVID Home Internet Service and Personal Cell Phone Reimbursement Policy

BACKGROUND

The COVID-19 pandemic has caused the State of California to issue a “Shelter in place” order. The health and well being of all ASI employees is at the forefront of the Board of Directors and ASI administration. In an effort to limit the physical interaction of our staff and students our Staff, Student employees, and Student leaders are working remotely.

PURPOSE

California employment law, embodied in California Labor Code Section 2802, requires employers to reimburse employees for all “necessary” expenses they incur while performing their jobs. The most common types of expenses employees incur in performing their jobs and that employers are required to reimburse include the cost of remote work or working from home (personal cell phone, home internet service, home office equipment, supplies, etc.). The purpose of this policy is to reimburse employees for a percentage of their internet and personal cell phone bill while the employees are required to work from home due to the COVID-19 pandemic.

SCOPE

- ASI Full-Time Staff

POLICY

ASI is aware that full-time employees have had to utilize their personal cell phones and home internet service for business purposes since the beginning of the statewide “shelter in place” order due to the COVID-19 pandemic. This policy would make a reimbursement to the full-time employees.

- This process applies to full-time employees who are required by the Associated Students Inc. and the statewide “shelter in place” order to work from home while away from campus and/or to use a personal cell phone and home internet service as an integral, non-optional tool in performing their assigned duties.



Reimbursements

Home Internet Service

- This makes a reimbursement to the full-time employee and leaves the purchase of the internet device and the service plan/provider up to the full-time employee. The internet service agreement is between the full-time employee and the provider; ASI is not involved in the agreement with the provider.
- ASI will provide reimbursement for the time period of March 16th, 2020 - October 30th, 2020 by the end of November and subsequently every month after that for the remaining months until the statewide “shelter-in-place” order has been lifted and all full-time staff resume in-person work.
- Administration may not use this expense allowance as a salary supplement.
- The Executive Director will create a single comprehensive list of full-time employees to receive a reimbursement. The Executive Director’s signature on this list will indicate their authorization for the reimbursement.
- The list must be attached to a single request per full-time employee and submitted to be processed through the established reimbursement process.

Personal Cell Phone

- This makes a reimbursement to the full-time employee and leaves the purchase of the wireless device and the service plan/provider up to the full-time employee. The cell phone service agreement is between the full-time employee and the provider; ASI is not involved in the agreement with the provider.
- ASI will provide reimbursement for the time period of March 16th, 2020 - October 30th, 2020 by the end of November.
- Administration may not use this expense allowance as a salary supplement.
- The Executive Director will create a single comprehensive list of full-time employees to receive a reimbursement. The Executive Director’s signature on this list will indicate their authorization for the reimbursement.
- The list must be attached to a single request and submitted to be processed through the established reimbursement process.



Additional information:

- No further personal cell phone reimbursements will be made after October 30th, 2020 as all full-time staff will be instructed to install the Clearspan app on their personal cell phones to use to take incoming and to make out-going ASI business related calls. Home internet service will be reimbursed until the statewide “shelter in place” has been lifted and all full-time staff resume in-person work.
- Any expenses above and beyond what is outlined here, including the cost of changes in phone numbers are the responsibility of the full-time employee.
- Mid-year additions will be provided on a pro-rata basis.
- Technical support for the personal cell phone and the home internet service will be the responsibility of the full-time employee.
- IT may provide policy addendums that address information security expectations.

This policy does not include international access. International roaming and domestic roaming are the responsibility of the user and not ASI.

Questions regarding this policy may be directed to Human Resources at ASIfhumanresources@csueastbay.edu.

Authored by: Erik Pinlac, *Executive Director*
Kristopher Disharoon, *Associate Director*

Approved On: Wednesday, November 18, 2020

ASI President/CEO does hereby [] *approves* / [] *refuses to approve* this policy.


Euridice Pamela Sanchez-Martinez (Nov 19, 2020 17:01 PST)


Hoang Dao (Nov 19, 2020 17:14 PST)


Erik Pinlac (Nov 20, 2020 09:06 PST)



Euridice Pamela Sanchez-
Martinez
ASI President/CEO

Hoang Dao
*ASI Executive Vice President/Chief
of Staff*

Erik Pinlac
ASI Executive Director

Approved by: ASI Board of Directors 2020-2021













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Final Audit Report

2020-11-20

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