

Approval Date: April 4, 2007 Effective Date: September 1, 2006

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Parent Policy: [Employment Relationship Policy](#)

## Home Internet Allowance for Support Staff Procedure

<b>Office of Administrative Responsibility:</b>	HR Operations
<b>Approver:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Scope:</b>	Compliance with this University-wide procedure extends to all members of the University community.

### Overview

Some members of support staff are required by their department or faculty to access the Internet from their home in order to carry out certain University work functions. In those cases the administrative unit responsible for the staff member will pay an allowance to the staff member to offset the cost of the staff member's Internet connection.

### Purpose

The purpose of this procedure is to define eligibility for the allowance and detail the conditions and procedures for payment.

## **PROCEDURE**

### 1. ELIGIBILITY

This procedure applies to:

- a. members of Operating support staff when home Internet access is a requirement of the job
- b. Trust support staff when home Internet access is a requirement of the job (*If the terms of funding do not permit payment of this allowance, the trust employee cannot be required to access the Internet from home for work purposes*)

The employee's manager is responsible for determining whether Internet access is a requirement of the job. Examples include:

- a. when the staff member is required to monitor business and production systems and/or servers during off-business hours
- b. when the staff member is required for troubleshooting purposes during off-business hours
- c. when the staff member is required to work from home for a predetermined period (e.g. the result of an accommodation)

### 2. ALLOWABLE EXPENSE

#### Coverage

Internet charges are reimbursed at an amount of \$22.50 per semi-monthly pay period.

The allowance covers monthly connection fees only and does not include hardware or hook-up costs.

*The reimbursement amount will be reviewed as needed, but at least every two years, by HR Operations.*

Responsibility for the cost

The expense is borne by the authorizing department or, in the case of trust employees, by the trustholder.

### 3. INITIATION, PAYMENT AND TERMINATION

Initiation of payment

To initiate payment, the authorizing department must complete and submit a *Request for Home Internet Access Approval/Termination* form (link at bottom of page). The form must be signed by an individual with financial signing authority named by the department and provided to Payroll Operations.

- a. When the requirement for Internet access is specified in the “working conditions” section of the Job Fact Sheet, the form need be completed only once for each employee. This type of authorization is granted only to salary employees
- b. When requirement for Internet access is not contained in the employee’s Job Fact Sheet, but if ongoing access is required, the authorizing department shall complete and submit the form annually, renewed at the beginning of each fiscal year. This type of authorization can be granted only to salary employees
- c. For employees whose work requires occasional access, a form can be completed for each occurrence or it can be reported on an exception reporting form.

Payment details

- a. For employees whose work requires access year-round, payment is processed semi-monthly.
- b. For employees whose work requires access occasionally, payment is processed during the pay period in which the form is received.

The Internet allowance is included in the employee’s pay and is reported in the department or unit’s monthly salary expenditure reports.

Termination of payment

Payment is automatically terminated when one of the following becomes effective:

- a. Resignation, termination, layoff, maternity or parental leave
- b. A leave without pay of more than one month in duration
- c. Position change (but not re-evaluation)

It is the manager’s responsibility to terminate payment at the end of the period in which one of the following becomes effective:

- d. Access is no longer required
- e. When an illness or leave with pay lasts or is expected to last for more than two months

To terminate payment, the authorizing department shall complete and submit a *Request for Home Internet Access Approval/Termination* form.

### 4. EMPLOYEE RESPONSIBILITY

The staff member should maintain receipts from their Internet provider as they may be requested during spot audits.

As it is required for work purposes, this allowance is not taxable. The staff member who receives the allowance must not, therefore, claim Internet charges as a deduction for tax purposes.

#### 5. EFFECTIVE DATE AND PROVISIONS FOR RETROACTIVE PAYMENT

This procedure is retroactive to September 1, 2006.

When no allowance has been paid since September 1, 2006, the eligible employee's department is responsible for retroactive payment.

If the department reimbursed home Internet costs to the employee prior to the publication date of this procedure, retroactive payment is not required, regardless of the amount paid.

### **DEFINITIONS**

There are no definitions for this Procedure. [[▲Top](#)]

### **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Request for Home Internet Access Approval/Termination](#)

### **RELATED LINKS**

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