

## **Broadband Internet Service Reimbursement Policy**

**Purpose:** The purpose of this policy is to provide guidelines governing the reimbursement of home Broadband Internet Access Services (BIAS) by Portland State University employees and to provide guidelines, criteria and conditions for reimbursement of business use of these services.

As a general rule, Portland State University shall not provide more than 50% reimbursement of the cost of home BIAS to its employees, with a maximum reimbursement not to exceed \$40/month. The exceptions to this rule could be employees who have official PSU Telecommuting Agreements with their respective departments or employees whose official duty stations are located off campus where there is no direct connectivity to the PSU campus network through PSU owned or leased network facilities.

**Effective Date:** Initial implementation of this policy is July 1, 2006 with full implementation by September 1, 2006.

**Oversight Responsibility:** Departments shall be responsible for oversight of employee need for BIAS to perform job functions. The specific employee job functions that require BIAS must be detailed by the Department on the BIAS authorization form. Departments shall periodically review these job functions to assess each authorized employee's need to use BIAS for specific PSU business purposes.

**Reimbursement Plan:** Some employees may need to use BIAS to conduct legitimate PSU business and such use is a predictable necessity. In these cases, the University will provide a reimbursement of BIAS as follows:

- 1) Employees will negotiate and enter into their own BIAS agreements with their BIAS service provider of choice.
- 2) PSU will not enter into any BIAS agreements on behalf of any employee nor will PSU pay any BIAS service provider directly.
- 3) At the discretion of the Department head, PSU may reimburse up to 50% of any monthly BIAS service charges up to a maximum of \$40 per month per authorized employee.
- 4) The "cash-out" method of reimbursement through the PSU Cashier's Office cannot be used to reimburse authorized employees.
- 5) BIAS is a communications cost to the Department and should be charged against a departmental administration index code. BIAS costs may not be charged against Grant funds unless the authorized employee has an approved PSU Telecommuting Agreement on file which clearly details the need for this BIAS connection for the particular grant in question.
- 6) Authorized employees must present copies of their BIAS bills to Departments for verification. Billing are to be forwarded to Business Affairs annually by January 15 each year to continue the employee allowance.
- 7) The University may discontinue BIAS reimbursement at any time with no obligation to the employee or BIAS service provider.

### **Reimbursements are subject to the following conditions:**

1. The Department must first authorize the employee to use his/her BIAS use for PSU business. An authorization form shall be signed by the employee's supervisor with a copy retained by both the employee and the Department. The authorization form will be submitted to the Office of Business Affairs-Departmental Accounting. A copy of the form is available online at the following internet address:

[http://www.pdx.edu/sites/www.pdx.edu.bao/files/media\\_assets/2010\\_Internet\\_Form.pdf](http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/2010_Internet_Form.pdf)

2. To document that the employee has the service, the employee is responsible for turning in the first page of his/her BIAS service bill to his/her supervisor and the Office of Business Affairs-Departmental Accounting annually.

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3. An employee may not be reimbursed for more than one location or service.
4. There may be certain positions on campus that require a special BIAS service plan that would far exceed any low cost plan available. These special requirements should be discussed with your supervisor and may be processed on a case-by-case basis through the Office of Business Affairs-Departmental Accounting upon approval of the appropriate Dean/Director and appropriate Vice President.
5. The employee and/or department are responsible for notifying the Office of Business Affairs-Departmental Accounting if the employee no longer needs to use the BIAS service for the job.
6. Departments are responsible for notifying the Business Affairs Office if the employee terminates his/her employment with the University or if the Department chooses to revoke the BIAS reimbursement authorization.
7. The monthly BIAS reimbursement shall not exceed the employee's monthly BIAS service bill. The University will reimburse 50% of the employees' monthly charge not to exceed \$40 per month. The Broadband Internet Service requirement allowance is a taxable benefit and will be added to the employees' monthly paycheck. The Office of Business Affairs-Departmental Accounting is responsible for notifying HR/Payroll of all allowance amounts and changes in allowance amounts or eligibility.