

Reimbursement for Remote Access to ALA Systems

Policy Summary

ALA shall reimburse an eligible employee for necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer. "Necessary expenditures" means reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer. ALA is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the employer's negligence.

Business Use of Personal Devices, Including Remote Access

Employees who hold positions that meet eligibility requirements will receive a monthly reimbursement to cover reasonable and necessary expenses relating to the business use of personal devices, including remote access to ALA systems ("Business Use"). Reimbursements for Business Use are not considered additional base pay and therefore are not eligible for benefits calculated on base pay. Reimbursements are non-taxable. The standard reimbursement will be \$35.00 per month. Any increases from this amount must be approved prior to incurring the expense by the employee's supervisor and Department Head and must be substantiated with appropriate documentation. The Association will continue to evaluate the policy periodically and may introduce changes for both new and existing staff at any time.

Eligibility Requirements

The Association defines "eligible" staff as meeting one of the following criteria:

- A. 24/7 access employees: day-to-day job responsibilities require routine response to email, text messages, and other Association business at any time of the day or night.
- B. Frequent travelers (defined as at least 30 days per year). Frequent means outside of office attending meetings. This does not include remote employees who have been approved to work remotely at the employee's request and for the employee's primary benefit.
- C. Employees who are not eligible for reoccurring monthly reimbursement are eligible for a one-time, \$35 expense reimbursement after the conclusion of an Association Conference they are

required to attend in recognition of the fact that during the conference, these employees must be available throughout the conference.

- D. An instance in which an employee has sought (and received) advance approval to incur an expense. In such cases, prior to incurring the expense, the employee must seek approval from the employee's direct supervisor and must wait until after the expense has been approved by the employee's Department Head. If the employee disagrees with the decision of the Department Head, the employee may contact the Associate Executive Director of Human Resources to discuss the request for reimbursement.
- E. Other business cases proposed and justified by the employee's direct supervisor and approved by the employee's Department Head.

All reimbursements will come from the employee's unit budget or as designated by their supervisor.

This policy is retroactive to January 1, 2019.

Reimbursement Requirements

To be eligible for a monthly or one-time conference reimbursement, employees are required to sign a reimbursement certification for the business use of personal devices verifying that they use their personal device for Business Use, that the amount to be reimbursed is reasonable in relation to the expense incurred, that the amount to be reimbursed does not exceed the expense incurred by the employee, that the amount to be reimbursed was directly related to attendance at conference (if applicable), and (for employees seeking a reoccurring monthly reimbursement) that they understand they have a duty to notify ALA if any of these conditions no longer apply. In addition, employees must timely submit their request for reimbursement on a Concur expense report as specified below and consent to the Association searching their device if the Association has a reasonable belief that they employee may have used the device to violate an Association policy. Failure to comply with this policy may disqualify employees from receiving a reimbursement or lead to disciplinary action as specified in the Privacy section of this Policy.

Reimbursement Method

To receive their reimbursement, employees must be eligible (as defined above), must sign the remote access reimbursement certificate, at least annually or for each specific conference, and must submit their request on a monthly (or for conferences, a one-time) expense report (via Concur). For ongoing reimbursement, failure to timely submit their monthly request on a monthly expense report may prevent them from receiving a reimbursement. With the exception of the initial request for reimbursement from January 2019 - present, Employees should not submit multiple months at a single time.

Not Reimbursable

ALA will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, furniture, etc.), associated with the use of the Employee's residence.

Eligible employees are not allowed to receive payment and/or reimbursement for mobile phone equipment, tablets, remote access devices, etc., accessories, or plans other than as outlined in this policy, unless approved in advance in accordance with this policy.

Discontinuance of Allowance

When an employee is no longer eligible for a reimbursement because they no longer meet the eligibility requirements, they must notify HR, who will notify Accounting to stop reimbursements. When an employee's supervisor becomes aware that an employee is no longer eligible for reimbursement, the supervisor should notify HR who will notify Accounting to stop reimbursements.

Mobile Phone Service and Use

The mobile phone service is personally owned by the employee. An employee who receives a reimbursement related to a mobile phone reimbursement must maintain an active mobile phone contract.

As a condition of reimbursement, employees may be required to download Association business-related apps to their phones or other mobile device. Failure or refusal to download as asked will disqualify the employee from a reimbursement.

Employees are expected to take appropriate safety precautions when using their mobile telephone and to comply with applicable state laws regarding the use of mobile telephones. If the employee's job requires that they keep their mobile phone turned on while driving, they must use a hands-free device. Under no circumstances should employees place calls while operating a motor vehicle. In addition, writing, sending, or reading text-based communication—including text messaging, instant messaging, and email—while driving is a violation of this policy. If an employee must conduct Association business while in their vehicle, they must safely pull off the road or do so while parked.

Mobile Device Security

These requirements apply to all mobile devices that may store or process Association confidential information, regardless of whether they belong to or are paid for by the Association.

All mobile devices that store or process Association information must:

- Have a passcode that locks their device
- Have device encryption enabled
- Be able to have Association apps remotely wiped
- Have an automatic screen lock during an inactive period

Privacy

Consistent with standard business practices, employees have no expectation of privacy in the use of company resources, such as email or other work-related applications available on their personal mobile device. If the Association reasonably believes that an employee may have used their device in violation of an Association policy, the Associate Executive Director of Human Resources will notify the employee of such belief and request that the employee either allow Association staff to review the device with the employee present or submit the device for a forensic examination by a third party. Employees may appeal the request by the Associate Executive Director of Human Resources to the Association's Executive Director. If the Executive Director determines that review of the employee's device is appropriate, the employee will be notified of such determination. If the employee refuses to comply with the Executive Director's determination, the employee may be subject to disciplinary action up to and including termination.

Other Expenses

Employees who believe they need to incur an expense that is not covered by this policy or the Association's Staff Expense Report must, prior to incurring the expense seek approval from the employee's direct supervisor and must wait to incur the expense until after the expense has been approved by the employee's Department Head. If the employee disagrees with the decision of the Department Head, the employee must contact the Associate Executive Director of Human Resources to discuss the request for reimbursement.