

## **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.





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



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

Euridice Pamela Sanchez-  
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*ASI President/CEO*

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Approved by: ASI Board of Directors 2020-2021











# ASI COVID Home Internet Service and Personal Cell Phone Reimbursement Policy


Final Audit Report

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