

## **Technology Expense Reimbursement Policy**

### **Policy Statement**

The purpose of the Technology Reimbursement Policy is to comply with the Illinois Wage Payment and Collection Act (“IWPCA”), which provides that an employer must, subject to various conditions, reimburse employees for all authorized or required expenses incurred in the course of their employment. Expenses that fall under the IWPCA’s scope may include employees’ use of their personal cellphones, laptops, tablets, computers, and internet services for required job tasks. This policy provides guidance to employees and their supervisors related to reimbursement. This policy will not supersede any collective bargaining agreements.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University’s properties, including but not limited to the Auditorium Theatre of Roosevelt University (“ATRU”). Unless otherwise stated, the term “Employee” as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors.

### **Policy**

The University may reimburse employees up to \$25.00 per (calendar) month for authorized technology related activities if such activity is on behalf of the University and not to the personal benefit of the employee. Authorized (1) phone calls, (2) phone text messages, and (3) phone/computer data usage related expenses, for University business purposes on an employee’s personal technology device, may be reimbursed. However, the University will not reimburse costs for the use of personal devices when University devices were available.

If personal devices are absolutely needed to conduct University business, then such items should be discussed and approved by a Division Leader or Supervisor prior to the use of such item. Employees’ unauthorized usage of personal computers, laptops or tablets for University business are an employee convenience, not a University requirement. Accordingly, such usage will not be reimbursed.

### **General Considerations**

**Applicable Employees:** This policy applies to University Full-Time employees. This policy does not apply to employees with jobs classified as Remote.

**Non-Reimbursable Expenses:** Business-related expenses that have not been authorized or that the University could provide if requested, such as purchases of office supplies, use of office phones, or University computers, are not reimbursable. Certain non-reimbursable expenses include, but are not limited to, expenses an employee incurs by purchasing smartphones or other electronic devices that the employee

owns, voice or data plans on such devices, Internet service at the employee's residence, other home-office equipment, or furniture, and like expenses. Employees are generally not required to purchase these items in order to perform their job duties, and they are primarily for the employee's benefit rather than the University's. The University assumes no responsibility to reimburse an employee for expenses that are not in compliance with this policy.

**Personal Devices:** If you are required to use a personal device:

- Use a strong password or biometric such as a fingerprint to protect your device or account used for work.
- Install virus protection, if you are using a personal computer.
- Work with documents online using your Roosevelt Office365, OneDrive, and Microsoft Teams accounts as this vastly eliminates the need for downloads to your personal device.
- Encrypt your computer, if you must download anything work-related to your personal device.
  - Mac users – Use FileVault to encrypt the startup disk.
  - Windows users – Turn on device encryption.

Download documents on your computer, especially those that contain sensitive or personal information, only if you must. We assume these occasions will be rare. If you do, then:

- Move downloads to your Roosevelt OneDrive account, as soon as possible.
- Once you no longer need a document on your computer, delete it. Check your computer's trash folder, to ensure that the document is no longer there.
- Downloaded files should be reviewed, moved, or deleted at the end of each day.

**Requests for the Reimbursement:** All employees seeking reimbursement for authorized technology related expenses must submit a "[Technology Expense Reimbursement Form](#)" and supportive documentation detailing the expenses incurred (ex. monthly cell phone bill) to the Finance Office within 30 days of the initial expense. Expenses submitted to the Finance Office after 30 days from the initial expense may not be reimbursed. However, if a bill or other supporting documentation is missing, lost, or nonexistent, please contact the Finance office to discuss whether reimbursement may still be available.

**Finance Office:** The Finance Office shall:

1. Have overall responsibility for the management and enforcement of this policy; and
2. Review all expenditures to ensure compliance with this policy and that expenditures are being properly processed and paid.

**Division Leaders & Supervisors:** University Division Leaders and other supervisors shall:

1. Authorize or deny authorization of requested personal devices for employees within their departments before they are incurred;
2. Review, validate, and if appropriate, approve Technology Expense Reimbursement Forms in accordance with this policy; and
3. Ensure that employees under their supervision have the necessary equipment and tools necessary to conduct University business.

**Entities Affected by this Policy**

All Divisions of the University.

### **Related Documents**

All University Policies, including RU Policy No. 7.1 (Acceptable Use of Electronic Resources); RU Policy No. 7.3 Laptop Policy; RU Policy No. 2.19 Alternative Work Arrangement Policy.

### **Revision and Implementation**

The Chief Financial Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy: Vice President for Human Resources/Chief Human Resource Officer, Vice President for Finance & Administration/Chief Financial Officer (and/or, as authorized by the Vice President, the Director for Campus Safety and the Senior Foreman for Facilities), The Vice President of Enrollment Management and Athletics, The Vice President University Advancement and Marketing, The Provost, and Vice President for Information Technology/Chief Information Officer.