

Internet Stipend Guidelines:

High-speed internet service has become a nearly ubiquitous household utility. Also, the need to access email and other work related information or functions from home does not warrant payment by the University for home internet access. Under limited circumstances, the Vice President to whom the employee reports may approve an exception to policy for payment of a home internet service stipend by the University. The stipend will generally be limited to computer support professionals responsible for maintaining critical IT servers and information outside of normal job hours. Stipends will be limited to actual cost not to exceed the basic monthly high-speed internet access rates in a particular area with a not to exceed amount of \$50 monthly. The University will not make one-time payments for installation, equipment, or connection and termination fees. Tracking of personal use of a home internet service is impractical and approved stipends will be considered taxable income to the employee.

Stipend Steps:

1. Determine whether or not the employee requires a stipend for home internet access to perform his/her duties.
2. Determine the level of business related service required and the monthly amount to be paid.
3. Complete the Employee Internet Services Stipend Agreement, below.
4. Obtain required VP approval.
5. Send completed, signed and approved agreements to MS 109 or drop agreements off at the Payroll Office, HF 101.
6. Retain a copy of approved agreements in the department.

For further questions, please contact the Payroll Office at ext. 8841.

Employee Internet Services Stipend Agreement

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Name (Last, First, MI) _____ UV ID _____

Department _____ Extension _____

The following department contribution toward the monthly recurring internet service plan, is approved: (Signatures required on page 2.)

Check here to discontinue monthly stipend, effective date _____.

Approved Monthly Stipend

Business justification for stipend. (This section must be completed)

Banner Index	Percentage or amount if multiple indexes are to be charged.

Employee Internet Services Stipend Agreement

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I understand that the University's contribution (stipend) toward the purchase of a monthly internet services plan is taxable income and is NOT a part of my base salary. I further understand that contract provisions of any internet service plan entered into under this program are my personal responsibility. I also certify that the internet services plan will be used in the performance of my UVU job responsibilities as defined by my supervisor. I am responsible for the payment of any cost that exceeds the approved University stipend.

Employee signature _____ Date _____

Effective Date of stipend _____

Approved by:

Supervisor/Responsible Party signature _____ Date _____

Vice President signature _____ Date _____