

Reimbursement for Remote Access to Personal Mobile Devices for Business Use
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-

required to attend in recognition of the fact that during the conference, these employees must

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 reimbursement policy

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.