



Title	Internet Service at Home
Policy Area	Operations/College Systems and Resources
Policy Number	E.5.4
See also	Use of Information Technology Resources

Effective Date: October 1, 2010
Approval Date: June 15, 2010
Applies to: All Employees of Okanagan College
Approving Body: President
New: New Policy

The following are responsible for the administration of this policy,

Primary Office	Contact
Office of the Vice President, Employee and Corporate Services	Vice President, Employee and Corporate Services

Policy Statement

- 1.1. With the limited exception described below, Okanagan College does not pay for an employee's cost for internet service at home.
- 1.2. Certain employees in the Information Technology Services Department are required to access the Internet to monitor and maintain the College information technology systems from their home during off-business hours.
- 1.3. In those cases the College will provide a bi-weekly allowance to the employee to help offset the cost of Internet connection.

Policy Details

Eligibility

- 2.1. The Director, Information Technology Services will determine whether home Internet access is a requirement of the employee's job.

Examples include:

- i. when the employee is required to monitor and/or maintain College systems and/or servers during off-business hours;
- ii. when the employee is required to troubleshoot College systems during off-business hours.

Allowance

- 2.2. An allowance to partially offset Internet connection fees will be made bi-weekly to a maximum of 26 payments per year. The allowance covers a portion of monthly connection fees and does not include hardware, software or hookup costs.

Procedures

Initiation of Payment

- 3.1. To initiate payment of an allowance to a member of the IT Department, the Director, Information Technology Services must notify the Finance Department in writing with a copy to the Human Resources Department. The request must be reviewed annually and renewed, if appropriate, at the beginning of each fiscal year.

Payment Details

- 3.2. An allowance of \$10.00 per pay period will be included in the employee's salary payments as taxable income, to a maximum of 26 payments per year.

Termination of Payment

- 3.3. The allowance will be terminated when one of the following becomes effective (the employee's supervisor or the Director, Information Technology Services must notify in writing the Finance Department and the Human Resources Department):
 - i. Home Internet access is no longer required due to a position change or change in job duties;
 - ii. Resignation, termination, layoff, maternity or parental leave or another type of extended leave;
 - iii. When an illness or leave with pay lasts or is expected to last for more than one month;
 - iv. A leave without pay of more than one month in duration; and
 - v. End of each fiscal year (allowance automatically terminates).