

(revised 11/10)

MIXED-USE RESIDENTIAL INTERNET CONNECTIVITY ALLOWANCE AGREEMENT

(Note: this agreement provides the minimum structure required. Units may create their own agreement provided these minimum points are addressed).

Employee's Name and Title (please print): _____

University employees routinely rely on access to Internet communications and network-based electronic information resources to carry out activities of daily life, as well as their University employment responsibilities. Therefore, it is presumed that (a) individuals typically have and maintain residential Internet connections for their personal uses, (b) their individual need for University business-related connectivity can be readily accommodated within those personal connectivity arrangements without imposing additional expense on the employee, and (c) University reimbursement, allowance or provisioning of residential Internet connection expenses therefore is not routinely appropriate.

If an employee requires a level of bandwidth or other services to perform their job responsibilities that materially exceeds the level typically employed for personal use of residential Internet connectivity, an additional pay allowance may be paid to the employee for the incremental portion of the cost of this residential Internet connectivity. Simple convenience is not a criterion for such an allowance. The allowance may be authorized if ALL of the following criteria are met:

- The job function of the employee requires them to be frequently or routinely able to access online systems and services outside of scheduled or normal working hours and while at home;
- The job function requires that the employee respond promptly to the task requiring online access (i.e., the task cannot wait for the employee to travel to her/his place of work);
- The job function requires a level of Internet connectivity in excess of that which the employee or contractor would normally have or maintain in their residence for personal use;
- Appropriate sources of funding are available. The employing unit or project must provide full funding of the allowance. Funding for this purpose generally is not permitted from the budgets of sponsored research projects, but in the rare cases when it may be permitted the principal investigator of the project and Contracts and Grants Administration also must concur with the determination of business need and amount of the allowance.

Amount of recurring monthly, quarterly, or annual (circle one) service allowance: \$ _____

If applicable, amount of non-recurring equipment allowance and month/year paid: \$ _____

(Please attach copy of receipt supporting amount employee paid for equipment).

Residential Internet connectivity allowances are subject to all applicable taxes.

If the employee is terminated, resigns, transfers, or is no longer eligible for a residential Internet connectivity allowance, the employee's supervisor is responsible for notifying the appropriate unit administrator to discontinue processing future allowances.

All service arrangements are to be between the employee and the service provider. As such, if prior to the end of a service contract, the employee for any reason needs to change or end the service contract, the employee will bear the cost of any associated contract change or termination fees.

Employees receiving an allowance are required to maintain an active service contract for the life of the allowance.

The employee's supervisor is responsible for an annual review of the business need for a residential Internet connectivity allowance to determine if allowances should be changed or discontinued. The supervisor is to initial and date the bottom of this form as evidence of each annual review.

A copy of this completed form must at all times be kept on file in the employee's department.

I have read this Agreement and Manual of Business Procedures Section 80 and I understand that my residential Internet connectivity allowance is taxable income, is not part of my base salary, and that any residential Internet connectivity equipment and service contract purchased is my personal responsibility. I understand that the residential Internet connectivity will be used at least in-part in the performance of my MSU job responsibilities as defined by my supervisor.

Employee Signature: _____

Date: _____

Approved: Unit Administrator Signature: _____

Date: _____