

Emergency Communication Allowance Program

The purpose of this procedure is to provide guidelines around allowances provided for telework or remote work communication expenses for devices and services during the COVID-19 emergency. For the purposes of this procedure, the term communication expenses includes **costs for service plans** for cell phones, smart phones, two-way communication devices, internet data services for a variety of devices etc., or any other means of communication.

ELIGIBILITY

Summary The Emergency Communication Allowance Program is designed to facilitate the ability of our employees to work remotely in cases **where an employee would not otherwise have the necessary cellular or internet connectivity at their home to perform their remote work duties.**

Eligibility For the purposes of this procedure, eligibility includes PSU faculty and staff as well as student employees and those on wage agreements.

Duration This program will be in effect from April 1, 2020 through August 31, 2021 (extended end date due to ongoing pandemic and remote work).

Amount Up to \$50, not to exceed 100%, of an employee's documented need.

Timing Forms received by the 10th of the month will be effective in the current month's paycheck. Forms received after the 10th will be effective in the following month.

Allocation Allowance will be included in an employee's monthly paycheck and reflected on their pay stub as a taxable benefit. The allowance is charged to the job labor distribution as in effect for the period paid.

Details

The Communication Allowance is not an allowable payment as a direct cost on a grant or contract, ARF research project, AES research project, FRL research projects, or Extension public service project.

- Process
- 1) **Form:** The employee should complete the [application form](#) and return it to their supervisor.
 - 2) **Approval:** A copy of the employee's service provider invoice must be included when the agreement is reviewed by the supervisor AND retained with the departmental copy of the agreement.
 - 3) **Submittal:** Complete all required forms and submit to HR via the [Document Upload Form on the HR Website](#) (Select Communications Allowance Form). ***Please do not submit paper forms.***
 - 4) **Processing:** HR will review the applications and implement the allowance subject to the timing and allocation details listed above.

If you have additional concerns or questions, please email hrpayrollacct@pdx.edu.