

## **EPN Policy for Staff and Contractor Reimbursement of Equipment Purchases**

Adopted by EC February 25, 2020

Edit to include repairs and approved by EC August 11, 2021

Edit to double the benefits and halve the waiting time approved by EC October 6, 2021

Edit to clarify elements, approved by HR Committee September 2022

Edit to increase reimbursement percentages and items that apply HR Committee March 22, 2024

1. EPN's reimbursement policy for purchase and/or repair of phones, computers, headsets, printers, earbuds, lighting for video conferencing, software, desk chairs, desks, speakers, monitors, or other personal office equipment used consistently to carry out staff responsibilities for EPN is as follows:
  - a. To be considered for reimbursement, staff must have worked for EPN for 6 months\* and have an intention to work for EPN for at least another 6 months
  - b. Reimbursement will not be considered for contractors, unless specified in their offer letter
  - c. Full-time staff may seek reimbursement up to a total of \$2000 per calendar year
  - d. Part-time staff members may seek reimbursement as follows:
    - i. \$1000 per calendar year for 20 hours/week
    - ii. \$1500 per calendar year for 30 hours/week
2. On any given item, subject to the over-limits above,
  - a. Full-time staff can receive up to \$1000
  - b. Part-time staff can receive the following:
    - i. \$500 for 20 hours/week
    - ii. \$750 for 30 hours/week
3. For example, if a full-time staff member buys a \$1500 computer, they can receive \$1000 in reimbursements. If later that calendar year that same full-time staff buys a telephone for \$1000, they can receive an additional \$1000 in reimbursements. The next calendar year (and every year subsequently), that staff person can receive an additional \$2000 in reimbursements.
4. The Executive Director must approve all reimbursements, and reimbursements for the Executive Director or those over \$1000 must also be approved by either the Treasurer or the Board Chair.

\* If a staff member needs to buy equipment to do their job and cannot afford to purchase it within the first 6 months of employment, they should contact the Executive Director to arrange for an interest free loan or different reimbursement schedule.