

Office Supplies and Equipment Policy for FWA

Office Supplies and Equipment - The University may provide employees with office supplies and/or equipment to support remote work arrangements as management deems appropriate to ensure that operational needs of the work unit can be met. The Flexible Work Arrangement Form must include a complete inventory of equipment and materials used at an employee's remote work location. Employees with remote work arrangements understand and agree that university-owned resources will be used primarily for official university business in accordance with university policies and will take reasonable steps to protect all university property from theft, damage, or misuse. In the event of an employee's separation from employment with the University, or the termination of a remote work arrangement, employees are responsible for returning all university property and resources used at the remote work location no later than the employee's separation date or date of termination of the remote work arrangement.

Internet Service - Generally, the University will not provide internet service to support remote work arrangements, except in instances where the arrangement is compelled by the University for business-related reasons and the employee does not otherwise subscribe to such service for personal use.

Out-of-Pocket Expenses - Reimbursement for any office supplies and equipment obtained from out-of-pocket expenses incurred by an employee under a remote work arrangement requires prior approval by the supervisor.