



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 112

LAST REVISED 8/1/08

SUBJECT: EXECUTIVE OFFICER COMPUTER REIMBURSEMENT PROGRAM

PURPOSE: To provide executive officers with a remote connection to Town servers, providing access to communication networks and office files.

STATEMENT OF POLICY:

The Town has determined that providing equipment to executive officers for access to communication, files, programs and projects located on office workstations is advantageous to the Town and its executive officers. Employees included in the Program are: City Manager, Assistant City Manager, Finance Director, Fire Chief, Police Chief, Public Works Director and Planning and Building Director.

The Town will provide a reimbursement program for designated employee's costs for providing a home-based computer and high-speed data access to the Town servers. In addition to the computer, compatible software, a scanner and a printer are required to provide the necessary link to the Town servers and allow distribution of information between Town staff, other agencies and Council. Such computer systems will also provide that important communication link in the event the employees are unable to physically respond to an emergency or disaster.

To participate in the computer reimbursement program, employees are required to maintain an internet connection at their home.

The Program was initially established by Council action in March 2001.

Equipment

Employees are eligible to receive up to \$1,500 initially and bi-annually thereafter for reimbursements for computers and related equipment purchases. Expenses can be for any type of equipment that will interact with the employee's CPU or the Town's network (e.g. CPU, printer, scanner, personal communicator, digital camera, etc.). Additional expenses can be approved by the City Manager.

Internet Allowance

Employees are eligible to receive a monthly internet allowance up to \$50. To qualify for the monthly allowance, at least annually employees must provide a copy of the

service agreement or billing statement for their internet connection service.

Reimbursement

All expense reimbursement requests must be submitted on a Town approved form. Expenses should be separated in categories to comply with IRS regulations. All expense reports should be submitted to the Accounting Department as soon as possible from the date of the expense. Receipts for all expenses are required.

Adjustment of reimbursements and allowances

The amount of reimbursement and types of equipment will be periodically reviewed and presented to the City Manager (if decreased) or City Council (if increased) for approval of adjustments to reflect market value of items.

Annually, or as required, an amount estimated to provide for this reimbursement program will be requested in the general fund by the individual departments.

Previous revision 11/4/02