

General Business Expense Reimbursement

As a California employer, DCP shall reimburse employees for actual and necessary expenses incurred in the employee carrying out employer business when such expenses are expressly authorized and preapproved by the school/manager. These may include basic office supplies, a fraction of the employee's internet service, a fraction of the employee's cell phone service, or other approved work-related expenses submitted for review with valid receipts. Submissions for reimbursement are reviewed by the Director of Operations for processing of payment.

Internet Service Reimbursement

Staff whose assignments and work duties require home internet access will be reimbursed a flat rate of \$20 per month, based on the cost of a typical \$80 home internet bill for an individual, and that average is pro-rated by 25% to account for an average work week.

DCP employees who are assigned regular and ongoing work responsibilities designated to be completed at home are eligible for this reimbursement.

Employees who express a voluntary preference to work from home and are not assigned to do so based on business need do not qualify to be reimbursed.

Cell Phone and Reimbursement Policy

DCP provides employees whose assignments and work duties require intermittent use of their personal cell phones for work purposes a flat rate for cell phone reimbursement of \$50.00 (pre-tax) per month for active months of School service. For example, 12-month employees are eligible for a cell phone reimbursement for each month of the year. 10-month employees are eligible for cell phone reimbursement for 10 months of the year.

Be advised, consistent with the California Public Records Act and FERPA, School records are public documents subject to review. To comply with applicable laws, employees citing personal cell phone use for School business may be directed to provide any School records (e.g., documents, messages, etc.) contained on their personal device to the School. Employees shall provide all relevant records upon request. Employees who fail to provide relevant records may be subject to discipline, up to and including release from at-will employment.

Employees who are not assigned tasks that require regular and ongoing cell phone use for work purposes, or who otherwise voluntarily choose to use their cell phone rather than the systems provided by the School do not qualify to be reimbursed.

Technology Reimbursement Eligibility Guidelines

All reimbursement requests are subject to review and approval by DCP. Typically, Employees are eligible for reimbursement for regular and non-voluntary cell phone and or internet service use,

when such use is for an assigned business purpose. Examples of assignments that qualify employees for reimbursement pursuant to this policy follow:

- DCP employees who must be available to be contacted for school administrative business after regular business hours.
- DCP employees whose personal cell phone numbers are widely provided to staff members for the purpose of work-related communications, including for emergencies.
- DCP employees who have work responsibilities that require them to be off site on a frequent or regular basis to perform their duties.