

October 2, 2020

IAPE Proposals - Extended Working from Home Due to COVID Pandemic

Proposal #1: Dependent Care

- Extension of the Bright Horizons Crisis Care program allowing cash reimbursement of \$100 per day for home-based dependent care secured through an employee's personal network (for up to 40 days) when other Bright Horizons offerings are not feasible.
- Waive the hourly copay for in-home care secured through Bright Horizons.

Proposal #2: Monthly Broadband/Internet Allowance

\$40 per month for all employees, consistent with existing allowance in Work Anywhere policy, recently extended to employees based in California.

Proposal #3: Enhanced Equipment and Technology Allowance

Each IAPE-represented employee shall be entitled to reimbursement of up to \$750 in expenses incurred for equipment and costs reasonably necessary to set up and operate a functional, safe, and efficient office in their homes, retroactive to March. Note that in addition to the physical items and equipment identified below, allowable expenses include installation, delivery, or shipping costs for such items or equipment, as well as costs incurred to enhance WiFi and for the cost of a phone, if the employee is not already using a company provided device or receiving a reimbursement under the Dow Jones Bring Your Own Device policy.

We are also seeking ongoing support and training from HR for people to submit claims, knowing that not all employees regularly use Concur, and that the low level of the initial allowance may have further deterred people from buying or seeking reimbursement for needed equipment.

The \$750 cap is not intended to replace any greater amount that the company may be required by law to pay for home office-related expenses.

Approved Expenses:

Furniture: Desk, desk chair, desk lamp, printer, laptop stand, small filing cabinet, posture corrector; noise cancelling equipment

Tech: Headphones, mouse, keyboard, printer, monitors, WiFi enhancers, routers, web cams, external microphones, docking stations.

Ergonomic aids, such as floor mats, seat or back cushions, monitor stands or arms, keyboard trays

WiFi/Phone: Employees can submit for the cost of any upgrade to WiFi/broadband and phone service with proper documentation

Items not listed above may be reimbursable on a case-by-case basis, upon demonstration by the employee that such item is reasonably necessary to perform one or more regular work tasks.

Details:

- Employees can submit retroactive expenses (through March 1, 2020)
- Employees should use their corporate credit card to make purchases or if they do not have one, use a personal card and submit receipts for reimbursement through Concur.
- Detailed receipts must be submitted for expenses to be approved by your manager.
- Expenses may be submitted as incurred, at the convenience of the employee, and need not be submitted simultaneously

Proposal #4: IAPE Physical Fitness Program

Modification of the IAPE Physical Fitness Program to include expenses for home gym equipment and personal health-tracking devices such as Fitbits as eligible for reimbursement.