

Information Technology

## Memorandum

TO: Remote Internet Users, Supervisors, and  
Vice Presidents

FROM: Arnold R. Miller

SUBJECT: Remote Internet Access Stipend Plan

DATE: January 19, 2006

**Effective January 1, 2006**, Marshall University will offer a stipend for Remote Internet Access for Broadband or Dial-up service to employees whose duties and responsibilities require home or off-campus access to the Internet or university data services. The approving unit or project must provide full funding.

The new **Employee Remote Internet Access Stipend Plan** is meant to provide an annually renewable compensation for the business use of your personal internet service. Marshall University will offer a taxable monthly stipend for internet service to employees whose duties and responsibilities require home or remote access to Marshall systems and the internet. Stipends will fall under a low, medium, high and other for the level of compensation. All service costs related to the purchase and usage of the internet service are the responsibility of the employee. This stipend is not meant to cover the total cost of the internet service, but rather compensate for that portion of base or advanced features which are required for conducting Marshall University business.

**A Personnel Action Request Form (PAR)** will need to be issued. The amount on the PAR will reflect the cost for the total number of months of service for that year's stipend level. This would normally be 12 months from July 1<sup>st</sup> to June 30<sup>th</sup>. You and your supervisor will determine the appropriate level of compensation and submit a PAR annually for this service. You are responsible to verify that your pay reflects the proper amount. If you transfer, are no longer employed, or no longer eligible for a cellular phone service stipend, your supervisor will process a PAR to terminate the stipend and notify you and the appropriate Vice President of the event.

**Oversight Responsibility:**

Vice Presidents of the associated area shall be responsible for oversight and approval of each employees request in their unit. Requests are made on a genuine business need, not by position. Internet usage will be reviewed by the appropriate Vice President on an annual basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use internet service for business purposes.

**For the stipend plan and forms go to:**

<http://www.marshall.edu/itc/IT-015RemoteInternetStipendPlan.asp>

**For more information on the stipend plan go to:**

<http://www.marshall.edu/itc/IT-015PlanInstructions.asp>