

## INTERNET ALLOWANCE

### I. PURPOSE:

The following guideline establishes policies and procedures for all Departments which provide designated employees an Internet Allowance in order for them to execute certain duties while at their place of residence.

### II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager.

### III. POLICY:

The City shall pay key employees with a monetary taxable allowance for that employee to pay for, and receive, Internet service at their place of residence for the purpose of that employee using said Internet for the execution of their job duties.

All employee duties executed under this arrangement will be subject to the City's Electronic Communications Policy, Section IX-5, and may be subject to the Freedom of Information Act.

### IV. PROCEDURE:

- A. Department Directors shall offer employees, who in their discretion have determined the City would benefit from the employee having Internet access so that said employee can perform assigned job duties from their place of residence should and when the need arises.
- B. If the employee wishes to receive said allowance, the employee must sign the Internet Allowance Agreement, agreeing to the terms contained therein.
- C. The Information Technology Department Director will determine an applicable rate per month, per employee. This rate will be based on an average of available services in the surrounding areas, and available funding.
- D. This agreement does not constitute a telecommuting agreement with any employee. Work schedules of employees will be defined by management.

Approved:

A handwritten signature in black ink, appearing to read "Bruce T. Moore", written over a horizontal line.

Bruce T. Moore  
City Manager