

Frequently Asked Questions

Remote Worker Technology Allowance - Caregivers

1. What is the eligibility criteria in order to receive the technology allowance?

Caregivers are eligible if their sole work location is virtual or if they work remotely 50% or more of the time in order to cover the business proportion of internet service expenses. Eligibility is not limited by location/state.

2. Is this separate from any cell phone reimbursement?

Yes, this is an allowance specifically for internet service due to working virtually. This technology allowance does not impact any cell phone reimbursement a caregiver may be eligible for per facility practice.

3. Do I need to apply for reimbursement?

No. We are automatically paying those who qualify back to June 1. This is a new program. Once caregivers are officially designated as remote workers, payroll will provide the monthly technology allowance. The allowance will also be paid retroactively for June 1 to Oct. 31 for those eligible, and monthly thereafter. These payments should be reflected in the Oct. 30 paycheck.

4. What do I do if I need addition reimbursement above the \$25?

If you need to obtain special wifi or data services above the minimum standard home package in order to do reasonable, business-related (non-personal) work and this additional cost exceeds \$25 a month, reimbursement is available. You will need to submit a Concur request for reimbursement (deducting the \$25 already covered by the technology allowance) and provide supporting documentation. Like all expense reports, these requests are subject to core leader and finance approval.

5. Is this allowance taxable?

This allowance is tax-free.

4. How was the June 1 date determined?

By this date, it was determined that remote work was strongly recommended where possible due to Covid-19 concerns.

5. Is there a minimum duration a caregiver must work to qualify for the allowance?

Yes. A caregiver needs to work at least one month remotely to qualify for this technology allowance. The effective date of the allowance is June 1, 2020.

6. Do I qualify for the technology allowance if I'm working remotely on a temporary basis?

Even if this is a temporary accommodation, the remote caregiver qualifies for this allowance. However, if their status changes, it is the core leader's responsibility to submit the Remote Worker form via the HR portal by the 20th of the month to discontinue the allowance by the first pay period of the following month.