



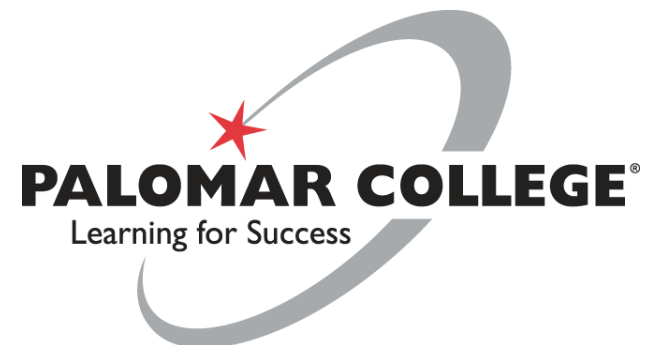
CCE and DISTRICT COVID MOU#4

Presented By:

CCE

Fiscal Services

Human Resource Services



Agenda

- CCE and District MOU #4
 - term extended to June 30, 2021
- Reimbursement
 - work-related telecommuting expenses
 - Internet expense reimbursement
- Denial/Appeals
- Other Updates
 - COVID-19 Prevention Program
 - COVID Related Leaves
 - Return to work notice

CCE and District MOU #4

Approves retroactive reimbursement of telecommuting expenses purchased by CCE personnel during retroactive period.

- Applicable “Retro” Time Period: 3/13/2020 thru 3/31/2021
 - Limits:
 - \$200 per item, exceptions require approval of VPFAS
 - \$500 maximum per employee
 - Deadline to submit reimbursement request: 7/31/2021
 - Approved requests will be processed by Fiscal Services within 60 days of submission
 - Includes Tools, Supplies and Internet Expenses
- Going forward from 4/1/2021
 - Obtain pre-approval to purchase item and use department resources (e.g. PO funded with approved COVID-19 funding source or departmental budget)

Reimbursement – Work Related Tools

Approved work-related telecommuting expenses incurred during retroactive period to be reimbursed....(Beginning, How, Where, etc..)

- **Beginning:** Employees should fill out *Request for Telecommuting Tools/Supplies form* and collect their receipts.
 - [RequestTelecommutingTools-Form-and-Guidelines](#)
 - Reimbursement request consists of:
 - An approved Request for Telecommuting Tools/Supplies Form,
 - Receipt
- **Next:** Employees should coordinate the submission of their reimbursement requests with their ADA or similar departmental personnel (e.g. who have access to PeopleSoft)

Reimbursement - Work Related Tools

Where: ADA/Department fiscal contact can submit requests using the **Payment Request** process within PeopleSoft Financials.

- Follow instructions linked here, which include detailed steps, screenshots, and Adobe Acrobat guidelines.
- [Creating-a-Payment-Request Guide](#)
- Other Important Information or Links:
 - Payment Request (PR) training is available via the PD Portal
 - As noted in PR guide, single attachment of merged files must be used (e.g. form and receipts as a single document)
 - District Property: Tools and supplies the District reimburses an employee for become District property.

Reimbursement (Internet)

Internet expense reimbursement

- Retroactive period includes 3/13/2020 thru 3/31/2021
 - District will retroactively reimburse permanent employees for 50% of internet expenses
 - Excludes anything else, other than internet service
 - If an employee's bill **remained steady** throughout the retroactive period, they should submit the *first* and *last* statements for the period as support for the costs incurred
 - If an employee's internet bill **changed** during the retroactive period, they will need to submit each statement for the period to support the reimbursement expense.
- Going forward the District will reimburse 50% of the employee's internet expense for the duration of the pandemic
 - Can be submitted quarterly

Reimbursement – Resources/Links

Forms and Resources:

- Payment Request Guide: Instructions for submitting reimbursement request to Fiscal Services
 - [Creating-a-Payment-Request.pdf](#)
- Request for Telecommuting Tools/Supplies Form and Guidelines
 - [RequestforTelecommutingTools-Form-and-Guidelines](#)
- Information Services Recommended Telecommuting Supplies list:
 - [I.S.-Recommended-Telecommuting-Items.pdf](#)
- 3PD Portal (Training)
 - [PD-portal-guide/](#)

Denials and Appeals

Written Communication

- Should an employee's request for reimbursement be denied, the employee shall receive the denial in writing.
- Denials will be made by the VPFAS

Appeals Process

- Employees will have 30 days to appeal a denial of a claim
- Submit to respective Vice President
- Written decision will be made within 30 days

Employee Steps

- 1) Gather your documentation, scan it or take a picture
- 2) Complete Request for Telecommuting Tools/Supplies Form
- 3) Submit the request and documentation via adobe sign for signature and approval (if you are unable to do this contact your department) it is recommended that you copy your ADA/department fiscal contact as well.
- 4) Employees/Supervisors/Administrators should thoroughly check documentation and ensure accuracy prior to moving forward for submission.
- 5) You will receive either a denial or approval via adobe sign for the request.

If approved:

- If you did not copy your ADA/department fiscal contact on the request, send them a copy with all approvals/documentation.
- Your ADA/department fiscal contact will submit the request through PeopleSoft Financials
- Fiscal Services will ensure documentation is accurate, if something else is needed they will contact your department.
- Payment will be sent to you once processed.

If denied follow the Denials and Appeals process.

Other Updates

COVID- 19 Prevention Program ([Document](#))

- Training
- Reporting
- Notification

COVID Related Leave Updates

- [SB-95](#)
 - [Retroactive leave correction form](#)
 - [COVID-19 Leave Form](#) – not vaccine related
- MOU leaves remain unchanged
 - MOU Leave form can be requested by emailing benefits@palomar.edu

Return to Work Notice

- Supervisors and Managers should provide 10-working days' notice to return to campus work.
- This notice is intended to arrange for personal matters (childcare, schedules, etc.) so that you can return to your regular work schedule.

Other Resources

How to use Adobe Sign:

<https://www2.palomar.edu/pages/instruction/files/2020/03/Submitting-Instruction-Forms-Electronically.pdf>

COVID Leave Forms:

[Retroactive leave correction form](#) and [COVID-19 Leave Form](#)
(not vaccine related)

Questions?

THANK YOU FOR ATTENDING!

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HR Contact: cwinterle@palomar.edu

CCE Contact: info@palomarcceaft.org